

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/013594-2024>

Tender

## **CT1318 DPS for Provision of Supported Bus Services**

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2024/S 000-013594

Procurement identifier (OCID): ocds-h6vhtk-04556a

Published 26 April 2024, 12:59pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Email**

[ben.fulton@edinburgh.gov.uk](mailto:ben.fulton@edinburgh.gov.uk)

#### **Telephone**

+44 1315296432

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

CT1318 DPS for Provision of Supported Bus Services

Reference number

CT1318

#### **II.1.2) Main CPV code**

- 60112000 - Public road transport services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The City of Edinburgh Council has in place a Dynamic Purchasing System (DPS) for the Provision of Supported Bus Services. The DPS will be in place for 5 years until February 2029 and the Council will have the option to extend for an additional 3 periods of 12 months each, which will be exercised by the Council serving notice on the successful applicants in accordance with the Council's Terms and Conditions. The DPS is open to any supplier joining through its lifetime that satisfies the specified selection criteria.

#### **II.1.5) Estimated total value**

Value excluding VAT: £10,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 34121100 - Public-service buses
- 60100000 - Road transport services
- 60112000 - Public road transport services

### **II.2.3) Place of performance**

NUTS codes

- UKM75 - Edinburgh, City of

### **II.2.4) Description of the procurement**

The City of Edinburgh Council has in place a Dynamic Purchasing System (DPS) for the Provision of Supported Bus Services. The DPS will be in place for 5 years until February 2029 and the Council will have the option to extend for an additional 3 periods of 12 months each, which will be exercised by the Council serving notice on the successful applicants in accordance with the Council's Terms and Conditions.

The DPS is open to any supplier joining through its lifetime that satisfies the specified selection criteria.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The DPS is in place for 5 years until February 2029 and the Council will have the option to extend for an additional 3 periods of 12 months each, which will be exercised by the Council serving notice on the successful applicants in accordance with the Council's Terms and Conditions.

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

---

## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Part 4A: Technical and professional ability

Minimum level(s) of standards required:

It is a mandatory requirement of this contract that the Contractor and any proposed sub-contractor provide or are members of a comprehensive internet and phone-based travel planning service (e.g. Traveline or a suitable equivalent).

The Service Provider shall have and keep in force for the duration of the Contract a Public Service Vehicle Operator's Licence of the relevant classification as required by Section 12 of the Public Passenger Vehicles Act 1981 or a Community Bus Permit issued under Section 22 of the Transport Act 1985 which permits the operation of the Service and shall produce the licence or permit at any time for inspection by an authorised officer of the Council.

All vehicles being used in the performance of this Service shall be licensed, equipped, maintained and insured as required.

It is the Service Provider's responsibility to ensure that all vehicles employed can use the roads utilised for the Service bearing in mind the requirements of weight restrictions, low bridges, Traffic Regulation Orders and any specific restrictions listed in the Schedule of Requirements.

Unless the Council stipulates otherwise, vehicles used on the service must be of low-floor, fully accessible specification, in accordance with The Public Service Vehicles Accessibility Regulations 2023.

### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

General turnover - as stated in the procurement documents.

Financial Liquid Ratio - as stated in the procurement documents.

Employers (Compulsory) Liability Insurance - GBP 10m

Public Liability Insurance - GBP 5m

Motor Insurance - GBP 5m

Minimum level(s) of standards possibly required

Minimum standards are as stated in the procurement documents.

The formula for calculating the current ratio is current assets divided by current liabilities. The acceptable range for each ratio is stated in the procurement documents. Where a current ratio is less than the required level, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer's suitability to proceed in the competition.

Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- a) Employers (Compulsory) Liability Insurance - GBP 10m
- b) Public Liability Insurance - GBP 5m
- c) Motor Insurance - GBP 5m

Where a Tenderer does not hold, or commit to obtaining the types and levels of insurance indicated, the Council will exclude the Tenderer from the competition.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Part 4C: Technical and Professional Ability – Prompt Payment

It is a mandatory requirement of this Framework that a prompt payment clause is present in all Contracts used in the delivery of the requirements. This ensures payment of sub-contractors at all stages of the supply chain within 30 days and includes an obligation to

provide a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance as well as the provision of evidence and reports to the Council on request or as contractually scheduled. Bidders should confirm that this condition will be met within the response to this question.

#### Part 4C: Technical and Professional Ability – Living Wage Payment

Tenderers are asked to confirm that they will pay staff that are involved in the delivery of the Contract, (including any agency or sub-contractor staff) directly involved in the delivery of the Contract, at least the real Living Wage.

#### Part 4C: Environmental Management Measures

Bidders will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence includes but is not limited to:

A completed copy of “Appendix 2 Climate Change Plan” including planned projects and actions to reduce the bidder’s carbon emissions. This does not need to contain calculated carbon emissions. Please note Appendix 2 is supplied as an individual document for completion. Where a Tenderer’s response is of a less than the acceptable standard, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

#### Part 4D: Quality Assurance Schemes

It is a mandatory requirement that Tendering Organisations with more than 5 employees have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly. Bidders should confirm that this condition has been met within the response to this question. Where a Bidder does not have a Health & Safety Policy and is required to do so, the Council may exclude the Bidder from the competition.

It is a mandatory requirement of this Framework that the Contractor or any proposed sub-contractor will utilise vehicles used on the service must be of low-floor vehicles, fully accessible specification, in accordance with The Public Service Vehicles Accessibility Regulations 2000 in the operation of any contract procured under this DPS.

It is a mandatory requirement that Tendering Organisations have in place a Business Continuity Policy which is approved at a senior level within the Organisation and is reviewed regularly. Bidders should confirm that this condition has been met within the response to this question. Where a Bidder does not have a satisfactory Business Continuity Policy, the Council may exclude the Bidder from the competition or require amendments to the policy to be made.

It is a mandatory requirement that Tendering Organisations provide records of vehicle prohibitions issued by Vehicle Operator Service Agency (VOSA) or the Police within the last two years. If no prohibitions have been imposed, Tenderers should state this also. Your response should state all prohibitions and if imposed what measures have been taken to ensure that they do not reoccur. This is a Pass/fail section. Tenders will be excluded if the Council is not satisfied that the measures they have in place meet our safety standards.

### **III.2) Conditions related to the contract**

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

The Service Provider shall have and keep in force, for the duration of any Contract awarded under this DPS, a Public Service Vehicle Operator's Licence of the relevant classification as required by Section 12 of the Public Passenger Vehicles Act 1981 or a Community Bus Permit issued under Section 22 of the Transport Act 1985 which permits the operation of the Service and shall produce the licence or permit at any time for inspection by an authorised officer of the Council.

#### **III.2.2) Contract performance conditions**

Contract performance conditions will be detailed in minicompetitions enacted under this DPS.

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the setting up of a dynamic purchasing system

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

21 February 2029

Local time

5:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

21 February 2029

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: November 2031

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Part 4D: Quality Assurance Schemes

It is a mandatory requirement that Tendering Organisations with more than 5 employees have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly. Bidders should confirm that this condition has been met within the response to this question. Where a Bidder does not have a Health & Safety Policy and is required to do so, the Council may exclude the Bidder from the competition.

It is a mandatory requirement of this Framework that the Contractor or any proposed sub-contractor will utilise vehicles used on the service must be of low-floor vehicles, fully accessible specification, in accordance with The Public Service Vehicles Accessibility Regulations 2000 in the operation of any contract procured under this DPS.

It is a mandatory requirement that Tendering Organisations have in place a Business Continuity Policy which is approved at a senior level within the Organisation and is reviewed regularly. Bidders should confirm that this condition has been met within the response to this question. Where a Bidder does not have a satisfactory Business Continuity Policy, the Council may exclude the Bidder from the competition or require amendments to the policy to be made.

It is a mandatory requirement that Tendering Organisations provide records of vehicle prohibitions issued by Vehicle Operator Service Agency (VOSA) or the Police within the last two years. If no prohibitions have been imposed, Tenderers should state this also. Your response should state all prohibitions and if imposed what measures have been

taken to ensure that they do not reoccur. This is a Pass/fail section. Tenders will be excluded if the Council is not satisfied that the measures they have in place meet our safety standards.

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 25622. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

The requirement does not lend itself readily to sub-contracting.

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Community Benefits will be applied to minicompetitions conducted under this DPS as appropriate and will be detailed in the procurement documents.

(SC Ref:764496)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Sheriff Court

Sheriff Court House, 27 Chamber Street

Edinburgh

EH1 1LB

Country

United Kingdom