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Tender

## **Energy Efficiency Information, Support and Advice Services**

Aberdeen City Council  
Aberdeenshire Council

F02: Contract notice

Notice identifier: 2021/S 000-015966

Procurement identifier (OCID): ocds-h6vhtk-02c5d0

Published 8 July 2021, 5:05pm

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

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

Aberdeen City Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

#### **Email**

[CPSSprocurement@aberdeencity.gov.uk](mailto:CPSSprocurement@aberdeencity.gov.uk)

#### **Telephone**

+44 1467539209

#### **Country**

United Kingdom

**NUTS code**

UKM50 - Aberdeen City and Aberdeenshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00231](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00231)

**I.1) Name and addresses**

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## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.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

<https://www.publiccontractsscotland.gov.uk/>

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

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Energy Efficiency Information, Support and Advice Services

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

- 71314300 - Energy-efficiency consultancy services

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

Services

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

The Councils require the provision of a free impartial information, advice and support service on all aspects of fuel poverty and energy efficiency to help alleviate fuel poverty, improve the energy efficiency of housing, maximise residents' income and reduce carbon emissions.

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

Value excluding VAT: £1,060,000

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

This contract is divided into lots: No

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

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

- 71314000 - Energy and related services
- 71314200 - Energy-management services
- 71314300 - Energy-efficiency consultancy services
- 71356300 - Technical support services
- 45262640 - Environmental improvement works
- 71313000 - Environmental engineering consultancy services

- 80540000 - Environmental training services
- 90700000 - Environmental services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

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

The Councils require the provision of a free impartial information, advice and support service on all aspects of fuel poverty and energy efficiency to help alleviate fuel poverty, improve the energy efficiency of housing, maximise residents' income and reduce carbon emissions.

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

Quality criterion - Name: Service Delivery Plan / Weighting: 35

Quality criterion - Name: Contract Management / Weighting: 25

Quality criterion - Name: Experience / Weighting: 10

Quality criterion - Name: Communication / Weighting: 15

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 5

Quality criterion - Name: Fair Working Practices / Weighting: 5

Quality criterion - Name: Environmental Wellbeing (Climate Change Duties) / Weighting: 5

Price - Weighting: 10

### **II.2.6) Estimated value**

Value excluding VAT: £1,060,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

36 months initially with option to extend for up to 24 months.

**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

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## **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

Quality Assurance Schemes and Environmental Management - It is a mandatory requirement that bidders have in place performance monitoring systems for internal/external Quality Management. E.g.; independent certification (such as ISO or equivalent scheme) and appropriate health and safety policies and procedures.

Quality Assurance Schemes and Environmental Management – It is a requirement for bidders to hold ISO 14001 or equivalent, or to provide details of your organisations environmental policy.

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

List and brief description of selection criteria

The Authority will use the independent credit scoring organisation, Creditsafe, to check the financial status of the Bidders and may involve further detailed financial checking/assessment.

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated:

public liability insurance cover to the level of five million pounds sterling (GBP5,000,000) per claim;

employers' liability insurance cover to the level of ten million pounds sterling (GBP10,000,000) per claim;

Where vehicles are used for service delivery, the managing agent must ensure that vehicles used have appropriate levels of motor vehicle insurance and valid MOT certificates in accordance with the Law. The managing agent will exhibit satisfactory evidence of such insurance cover, together with satisfactory evidence of payment of the premia in respect of each insurance to the Council promptly on the Council's request.

It is the responsibility of the successful provider to ensure that anyone directly under their authority possess the correct levels of insurance.

Minimum level(s) of standards possibly required

public liability insurance cover to the level of five million pounds sterling (GBP5,000,000) per claim;

employers' liability insurance cover to the level of ten million pounds sterling (GBP10,000,000) per claim;

CreditSafe Score of 50 or above.

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

List and brief description of selection criteria

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/ supplies as described.

Disclosure Scotland/ PVG certification for any members of staff who will engage in public consultation activities

As a minimum requirement Energy Advisors should have or be working towards City & Guilds Energy Awareness 6281-01 and City & Guilds Renewable Energy in the Home 6281-02.

Minimum level(s) of standards possibly required

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/ supplies as described.

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## **Section IV. Procedure**

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

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

Open procedure

#### **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

9 August 2021

Local time

12:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

9 August 2021

Local time

12:00pm

Place

Aberdeen

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 6 months prior to end date of contract

### **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**

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=659996](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=659996).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

The Council is committed to maximising social, economic and environmental benefits through the delivery of Council contracts (known as 'Community Benefits'). Community Benefits include targeted recruitment and training; sourcing from Small and Medium Enterprises (SMEs), social enterprises and third sector organisations; contributions to education within communities; community consultation, engagement and strengthening of community relations; environmental improvement; volunteering; providing community resources; mentoring and sponsorship of community organisations.

Bidders are encouraged to secure positive outcomes that will benefit the community in which they operate and shall assist the Council in the delivery of community benefits. Examples of community benefits include:

- support the local economy and use local installers as far as possible
- Create local job opportunities and support apprenticeship opportunities in the local community

(SC Ref:659996)

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

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

Aberdeen Sherriff Court

Aberdeen

Country

United Kingdom