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Tender

## **Provision of the Glasgow Household Survey**

Glasgow City Council

F02: Contract notice

Notice identifier: 2021/S 000-016584

Procurement identifier (OCID): ocds-h6vhtk-02c83a

Published 15 July 2021, 11:15am

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

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

Glasgow City Council

Chief Executives Department, City Chambers

Glasgow

G2 1DU

#### **Email**

[claire.connell@glasgow.gov.uk](mailto:claire.connell@glasgow.gov.uk)

#### **Telephone**

+44 1412876405

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00196](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196)

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

The contract is awarded by a central purchasing body

**I.3) Communication**

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

**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**

## Provision of the Glasgow Household Survey

Reference number

GCC005277CPU

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

- 73110000 - Research services

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

Services

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

Provision of the Glasgow Household Survey

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

This contract is divided into lots: No

## **II.2) Description**

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

- 73110000 - Research services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

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

Provision of the Glasgow Household Survey

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

Quality criterion - Name: Response to Brief / Weighting: 60

Quality criterion - Name: Account Management / Weighting: 7

Quality criterion - Name: Added Value / Weighting: 8

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

Price - Weighting: 20

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

Start date

1 November 2021

End date

30 October 2023

This contract is subject to renewal

Yes

Description of renewals

There is an option to extend for 12 months plus a further 12 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

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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

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

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

List and brief description of selection criteria

In order to pass the Financial Check section of the contract, it is mandatory for companies to attain the undernoted:-

Bidders must comply with the undernoted financial requirements in relation to Trading Performance in order to participate in the tendering process:

##### **Trading Performance**

An overall positive outcome on pre-tax profits over a 3-year period. Exceptional items can be excluded from the calculation. The above would be expressed in the ratio Pre-Tax Profit/Turnover

##### **Balance Sheet Strength**

Net worth of the organisation must be positive at the time of evaluation and organisation must not be subject to an insolvency process. Intangibles can be included for purposes of the Total Assets figure. The above would be expressed in the ratio Total Assets/Total Liabilities.

If an applicant is only required to file abbreviated accounts with Companies House, then in the event of the company being successful in the procurement process, full set of accounts will be required in order to verify the above ratios have been complied with.

An applicant should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Applicants who have been trading for less than 3 years must provide evidence that they have met the above minimum financial requirements for the period during which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

Due to the potential negative financial consequences of the pandemic on company finances, Glasgow City Council also requires assurance regarding current liquidity of the

bidding company the bidder must provide a Letter of Comfort from its own bank to satisfy the above financial requirement.

If the pandemic has had an adverse effect on the latest set of accounts filed with Companies House, Glasgow City Council will take that into account in determining financial suitability for the contract. The above, however, should not impinge on the financial viability of the company, as defined by the ratios set out in the above financial requirements.

Where the applicant is a group of economic operators (such as a consortium), the Lead Party of that group must comply with minimum financial requirements.

Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations, and have available their two (2) most recent sets of annual audited accounts including profit and loss information.

The Council reserves the right at its own discretion to seek such other information from the Applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the Applicant's economic and financial standing.

Any Bidder that fails to achieve or exceed the criteria as stated above will be excluded at this stage.

Minimum level(s) of standards possibly required

Glasgow City Council's Insurance Requirements are:

Bidder shall take out and maintain, throughout the period of the contract, Employer's Liability insurance to the value of at least TEN MILLION POUNDS STERLING (10,000,000 GBP) in respect of any one event and unlimited in the period.

Bidder shall take out and maintain, throughout the period of the contract, Public Liability insurance to the value of at least FIVE MILLION POUNDS STERLING (5,000,000 GBP) in respect of any one event and unlimited in the period.

Bidder shall take out and maintain throughout the period of their services and for a further 6 years on completion of their service, Professional Indemnity insurance to the value of at least ONE MILLION POUNDS STERLING (1,000,000 GBP) in respect of any one event and in the aggregate.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for other EU member states by the council and any organisation shall not sub-let or sub-contract any part of the commission

unless the sub-contractor is similarly insured, unless the council agrees otherwise. It is the express responsibility of the lead organisation to ensure this is the case.

Should the Bidder not have the specified insurances at the time of tendering then, the Bidder must certify in their response to this ITT that the specified insurance will be obtained.

The Council reserves the right at its own discretion to seek such other information from the Applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the Applicant's economic and financial standing.

The Bidder appointed to the contract shall, during the lifetime of the contract, inform the Council immediately of any material changes to the information provided in their submission in relation to economic and financial standing.

Any Bidder that fails to achieve or exceed the criteria as stated above will be excluded at this stage.

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

List and brief description of selection criteria

Please provide relevant examples of services carried out in the last five years as specified in the Contract Notice.

Bidders are required to provide evidence of having the necessary capacity and capability to deliver the requirements of the contract.

Bidders shall demonstrate their experience in delivering the relevant services similar to the project requirements as detailed within the tender documentation by using examples from their own experience.

As part of your response please provide as a minimum of the following information:

- name of the client, contract value, project duration & completion date
- a description of the scope, size and complexity of the contract
- a brief project description, together with the teams' role in its delivery; defining the key roles over the service provision
- details of where you have been able to demonstrate added value through the adoption of innovative solutions

- confirmation that requirements were delivered successfully
- example report for each project as stated in section 4.4

Bidders must score a minimum threshold of 60% across all questions. Any Bidder who fails to achieve the minimum points score for any question will be disqualified and not be taken through to the Award Criteria stage.

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

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

KPI's

1. Contract Delivery - Service to comply with scope of requirements and meet with client expectations. Any element of the service provided not complying with scope of requirements must be resolved by the successful bidder.

98% (minimum) compliance.

2. Timescales - Timescales to be met as stipulated within the scope of requirements. 98% (minimum) compliance.

3. Contract Administration - Measurements and invoices are clearly and accurately submitted for approval. Invoice queries resolved within stipulated timescales.

All forms, notifications, etc. are efficiently completed. 99% (minimum) compliance.

#### **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



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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

16 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

16 August 2021

Local time

12:00pm

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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: May/June 2025

### **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**

Award criteria questions can be found in the ITT together with the weightings. The responses to these questions should be inserted into the award criteria response document and uploaded to the Technical Envelope within PCS-T.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19207. For more information see:

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

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:

Bidders must offer a minimum of 15 points worth of Community Benefits from the Community Benefits Menu. Bidders must review the Community Benefits Menu and indicate the type and volume of any Community Benefits outcomes which they propose to deliver through this contract. The outcomes offered must meet the minimum Community Benefits points required for the contract.

(SC Ref:660089)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Email

[glasgow@scotcourts.gov.uk](mailto:glasgow@scotcourts.gov.uk)

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Glasgow City Council (“the Council”) must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland) Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of; or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own independent legal advice when they consider appropriate to do so.