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Tender

Provision of VAT Services

Scottish Courts and Tribunals Service

F02: Contract notice

Notice identifier: 2021/S 000-016642

Procurement identifier (OCID): ocids-h6vhtk-02c874

Published 15 July 2021, 3:24pm

The closing date and time has been changed to:

23 August 2021, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Scottish Courts and Tribunals Service

Saughton House, Broomhouse Drive

Edinburgh

EH11 3XD

Email

sarah.mcfarlane@gov.scot

Telephone

+44 1314443300

Fax

+44 1314432610

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00396

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of VAT Services

Reference number

SCTS-2021-001

II.1.2) Main CPV code

- 66171000 - Financial consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

Provision of VAT Services for the SCTS.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66171000 - Financial consultancy services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The SCTS requires a Supplier to identify additional VAT recovery from projects within the Property Services Unit (PSU) of the Scottish Courts and Tribunals Service (SCTS) under the relevant Contracted Out Service (COS) headings.

II.2.5) Award criteria

Quality criterion - Name: Methodology / Weighting: 50%

Quality criterion - Name: Staffing and Capability / Weighting: 35%

Quality criterion - Name: Mobilisation / Weighting: 5%

Quality criterion - Name: Fair Work First / Weighting: 5%

Quality criterion - Name: Business Continuity and Disaster Recovery / Weighting: 5%

Price - Weighting: 40

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

Option to extend for 2 x 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

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

1.69 Part 4A - Professional and Trade Registers

The tenderer is required to provide evidence of professional accreditation/registration. For example, the Chartered Institute of Taxation (CIOT) and/or Association of Taxation Technicians (ATT).

III.1.2) Economic and financial standing

List and brief description of selection criteria

1.72 Part 4B: Economic and Financial Standing

1.72.1 - The tenderer is required to hold Employers (Compulsory) Liability Insurance of 5 million GBP as a minimum except those companies which are exempt in specific circumstances – further guidance can be found within the attached link:

<https://www.hse.gov.uk/pubns/hse40.pdf>

Public Liability Insurance of 1 million GBP as a minimum

Professional Indemnity Insurance of 5 million GBP as a minimum

1.72.6 - The tenderer is required to confirm their financial year end and whether or not their accounts have been audited. If their accounts are audited, the tenderer is required to confirm

that their auditor has provided an unqualified audit report for accounts over the past 3 years, including the most recent audit completed. If their audited accounts include a qualified audit statement, the tenderer should explain what the qualification was and how they have/are being addressed. If the tenderers accounts are not audited, tenderers will be expected to supply SCTS, upon request prior to the award of the contract, a copy of the most recent set of completed accounts.

III.1.3) Technical and professional ability

List and brief description of selection criteria

1.73 Part 4C: Services

1.73.3 - The tenderer must provide two examples of professional experience of providing VAT Services in the UK in last 3 years.

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

Originally published as:

Date

16 August 2021

Local time

12:00pm

Changed to:

Date

23 August 2021

Local time

12:00pm

See the [change notice](#).

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: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

16 August 2021

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: TBC

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19204. For more information see:

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

(SC Ref:660233)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom