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Tender

## **Banking Services**

Aberdeenshire Council  
The Highland Council  
Aberdeen City Council

F02: Contract notice

Notice identifier: 2024/S 000-016833

Procurement identifier (OCID): ocds-h6vhtk-046c41

Published 30 May 2024, 8:41am

## **Section I: Contracting authority**

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

Aberdeenshire Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

#### **Email**

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

#### **Telephone**

+44 1467539600

#### **Country**

United Kingdom

**NUTS code**

UKM50 - Aberdeen City and Aberdeenshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00232](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00232)

**I.1) Name and addresses**

The Highland Council

Glenurquhart Road

Inverness

IV3 5BX

**Email**

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

**Telephone**

+44 1463702386

**Country**

United Kingdom

**NUTS code**

UKM50 - Aberdeen City and Aberdeenshire

**Internet address(es)**

Main address

<http://katie.macaulay@highland.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00045](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045)

## **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)

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### **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.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/search/Search\\_AuthProfile.aspx?ID=AA00232](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00232)

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/search/Search\\_AuthProfile.aspx?ID=AA00232](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00232)

### **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**

Banking Services

Reference number

CRM00019845

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

- 66110000 - Banking services

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

## Services

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

Provision of Banking Services for Council(s)

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

Value excluding VAT: £475,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 66110000 - Banking services

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

NUTS codes

- UKM5 - North Eastern Scotland

Main site or place of performance

Aberdeen City, Aberdeenshire and Inverness

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

Provision of council banking services for the following three councils, Aberdeenshire Council, Aberdeen City Council and The Highland Council. Each Council will have their own contract with the winning bidder.

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

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

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

Value excluding VAT: £475,000

### **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

Up to 24 months extension options

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

Variants will be accepted: No

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

Options: Yes

Description of options

Option to extend the contract in total by up to 24 months via a single or multiple extensions.

### **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

Question 4A.1 – Bidder is required to provide a certificate from the registrar of companies stating that he is certified as incorporated or registered or, where he is not so certified, a certificate stating that the person concerned has declared on oath that he is engaged in the profession in a specific place under a given business name.

Must be regulated by the FCA.

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

List and brief description of selection criteria

Question 4.B.5.1 - It is a requirement of this contract that bidders hold, or can hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employers (Compulsory) Liability Insurance minimum of GBP5m

Public Liability Insurance minimum of GBP5m

Professional Indemnity Insurance minimum of GBP5m

Question 4B.6 - The Authority will use the independent credit scoring organisation, Creditsafe, to check the financial status of the Bidders. To minimise risk of failure, the desired risk score should be 'Below Average Risk' as a minimum. The Council will take a view on the risk to the project should your credit rating fall below this and may involve further detailed financial checking/assessment.

Minimum level(s) of standards possibly required

Employers (Compulsory) Liability Insurance minimum of GBP5m

Public Liability Insurance minimum of GBP5m

Professional Indemnity Insurance minimum of GBP5m

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

List and brief description of selection criteria

Question 4C.1.2 – relevant experience

Question 4C.7 – environmental management measures

Question 4C.9 - the relevant plant or technical equipment to deliver the requirements

Question 4C.10 - Subcontract, if so, for what proportion of the contract.

Question 4D.1 – Documented arrangements for providing the bidder's workforce with quality related training and information appropriate to the type of work for which this organisation is likely to bid.

Question 4D.2 - A regularly reviewed documented policy regarding environmental management

Minimum level(s) of standards possibly required

Question 4C.1.2 – Bidders will be required to provide 3 examples that demonstrate that they have relevant experience to deliver the service as described in part II.2.4 of the Contract Notice and Appendix 1 of the ITT.

Question 4C.7 – Bidders will be required to confirm that they will employ environmental management measures that meet the following requirements:

- Compliance with all current and foreseeable waste legislation where the Waste Hierarchy is not undermined, including the Waste (Scotland) Regulations 2012.

- Compliance with the requirements of the appropriate Environment Agency and Planning Authority and in accordance with Waste Management Licences, Pollution Prevention and Control (PPC) permits, Planning Conditions, and all other statutory obligations and legal permits, permission and consents which apply for such provision.

- Should any recyclables need to be exported the Contractor shall guarantee that any recyclables to be exported are done so in accordance with Annex 2 of the Council Regulation (EEC) No. 259/93 on the supervision and control of shipments of waste within, into and out of the European Community (the "Green List") or any subsequent updates or additions to this legislation during the Contract Period.

Question 4C.9 - Bidders will be required to demonstrate that they have (or have access to) the relevant plant or technical equipment to deliver the requirements detailed in II.2.4 of the OJEU Contract Notice and Appendix 1 of the ITT.



Question 4C.10 - Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Question 4D.1 – The bidder must have the following:

Documented arrangements for providing the bidder's workforce with quality related training and information appropriate to the type of work for which this organisation is likely to bid. This will demonstrate that the organisation has in place, and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to discharge their various responsibilities. These must include a programme of training that will keep the workforce up to date with required knowledge about quality related issues, including copies of job profiles; training manuals and records; and

A documented process demonstrating how the bidder deals with complaints. The bidder must be able to provide details of how their organisation maintains records of any complaints received and how corrective measures are carried out to prevent reoccurrence.

The bidder must have a regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.

Question 4D.2 - The bidder must have the following:

A regularly reviewed documented policy regarding environmental management, authorised by the Chief Executive, or equivalent. This policy must include and describe the bidder's environmental emergency response procedures, including the preparedness and response procedures for potential accidents and emergency response situations that give rise to significant environmental impacts (for example hazardous substances spill control).

## **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

Must be regulated by the FCA

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

Bidders must be able to provide an Account Representative, who will be the primary point of contact between the Bidder and the Council. Contract management and performance review provisions are further detailed below:

The Council will review the performance of the Services from time to time to ensure that they continue to meet the requirements of the Council. The quality of the Services shall be measured by the extent to which they accord with the standards and timescales included within the Specification and the Response and to accepted professional standards.

Routine Contract Performance meetings will take place between the Supplier and the Council every 3 months. The Account Representative will be required to attend these. The frequency of these meetings may be adjusted if required. Ad-hoc meetings may be convened by the council where considered necessary to ensure that the Service is performed in accordance with the statement of requirements and regulatory requirements.

### **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

1 July 2024

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

1 July 2024

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: May 2029

**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=766664](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=766664).

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.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

Please complete Appendix 5 Award Questionnaire Method Statement 5 with your Community Benefit offering for this tender.

(SC Ref:766664)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=766664](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=766664)

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

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

Aberdeen Sherriff court

Aberdeen

Country

United Kingdom