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Tender

## **Provision of Taxi and Private Hire Passenger Transport Service (East Lothian Council)**

East Lothian Council

F02: Contract notice

Notice identifier: 2024/S 000-018015

Procurement identifier (OCID): ocds-h6vhtk-0459ac

Published 11 June 2024, 2:34pm

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

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

East Lothian Council

John Muir House

Haddington, East Lothian

EH41 3HA

#### **Email**

[procurement@eastlothian.gov.uk](mailto:procurement@eastlothian.gov.uk)

#### **Telephone**

+44 1620827827

#### **Country**

United Kingdom

#### **NUTS code**

UKM73 - East Lothian and Midlothian

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00181](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00181)

**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/>

**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 Taxi and Private Hire Passenger Transport Service (East Lothian Council)

Reference number

ELC-24-0304

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

- 60120000 - Taxi services

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

Services

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

East Lothian Council wishes to establish a Framework with multiple operators to provide Taxi Transport Services for the conveyance of adult services and may include but not limited to the following requirements:

- Transportation of children including contact (ad hoc)
- Transportation of school meals
- Transportation of ELC staff and counsellors (ad hoc)
- Buses and mini-bus hire for school outings (ad hoc)

Contracts operated through this Framework can generally be undertaken by taxis, private cars and minibuses (including vehicles above 22 passenger seats). There is a requirement for some vehicles to be capable of carrying passenger in wheelchairs (Wheelchair Accessible Vehicles (WAV)).

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Saloon ( 4 Seats)

Lot No

1

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

- 60120000 - Taxi services

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

NUTS codes

- UKM73 - East Lothian and Midlothian

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

Vehicle required: Saloon (4 seats)

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

Quality criterion - Name: Quality / Weighting: 10

Price - Weighting: 90

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

1 + 1

### **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) Description**

### **II.2.1) Title**

MPV ( 5 to 8 Seats)

Lot No

2

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

- 60120000 - Taxi services

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

NUTS codes

- UKM73 - East Lothian and Midlothian

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

Vehicle required: MVP ( 5 to 8 Seats)

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

Quality criterion - Name: Quality / Weighting: 10

Price - Weighting: 90

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

1 + 1

### **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) Description**

### **II.2.1) Title**

MPV- Wheelchair Access Vehicle (WAV) 5 to 8 seats

Lot No

3

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

- 60120000 - Taxi services

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

NUTS codes

- UKM73 - East Lothian and Midlothian

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

Vehicle required: MVP- Wheelchair Access Vehicle (WAV) 5 to 8 Seats.

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

Quality criterion - Name: Quality / Weighting: 10

Price - Weighting: 90

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

1 + 1

**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) Description**

**II.2.1) Title**

Minibus (9 to 16 seats)

Lot No

4

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

- 60120000 - Taxi services

**II.2.3) Place of performance**

NUTS codes

- UKM73 - East Lothian and Midlothian

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

Vehicle required: Minibus (9 to 16 seats).

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

Quality criterion - Name: Quality / Weighting: 10

Price - Weighting: 90

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

1 + 1

#### **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) Description**

### **II.2.1) Title**

Minibus- Wheelchair Access Vehicle (WAV) 9 to 16 seats.

Lot No

5

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

- 60120000 - Taxi services

**II.2.3) Place of performance**

NUTS codes

- UKM73 - East Lothian and Midlothian

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

Vehicle required: Minibus-Wheelchair Access Vehicle (WAV) 9 to 16 seats.

**II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 10

Price - Weighting: 90

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

1 + 1

**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) Description**

### **II.2.1) Title**

Large Minibus (17 to 22 seats)

Lot No

6

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

- 60171000 - Hire of passenger cars with driver

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

NUTS codes

- UKM73 - East Lothian and Midlothian

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

Vehicle required: Large Minibus (17 to 22 seats).

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

Quality criterion - Name: Quality / Weighting: 10

Price - Weighting: 90

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

1 + 1

### **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) Description**

### **II.2.1) Title**

Vehicles above 22 seats

Lot No

7

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

- 60171000 - Hire of passenger cars with driver

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

NUTS codes

- UKM73 - East Lothian and Midlothian

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

Vehicle required: Vehicles above 22 seats.

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

Quality criterion - Name: Quality / Weighting: 10

Price - Weighting: 90

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

1 + 1

### **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) Description**

### **II.2.1) Title**

School meals

Lot No

8

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

- 60120000 - Taxi services

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

NUTS codes

- UKM73 - East Lothian and Midlothian

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

Vehicle required: Taxi for the delivery of school meals.

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

Quality criterion - Name: Quality / Weighting: 10

Price - Weighting: 90

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

1 + 1

#### **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

Relevant selection criteria are included in the electronic SPD document. Of particular note are questions 4A.2.2 and 4C.9 of the SPD, which ask about licences and vehicles. Please provide answers to these in the separate Vehicle Details Form document

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

List and brief description of selection criteria

Relevant selection criteria are included in the electronic SPD document. Of particular note are questions 4B.5.1 and 4B.5.2 of the SPD, which asks about insurances. It is a requirement that bidders hold or can commit to obtain prior to the commencement of the Framework, the minimum levels of insurance.

Minimum level(s) of standards possibly required

\*Employer's Liability Insurance (if required) = minimum of 10 million GBP;

\*Public Liability Insurance = minimum of 5 million GBP;

\*Appropriate motor vehicle/fleet insurance is also required.

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

List and brief description of selection criteria

Relevant selection criteria are included in the SPD document. Of particular note is question 4C.7 of the SPD, which requires bidders to submit a Climate Change Plan. This should be answered in the separate 4C.7- Sustainability document.

Minimum level(s) of standards possibly required

Pass/Fail

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

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

See applicable Conditions of Contract.

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## **Section IV. Procedure**

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

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

Open procedure

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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

**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.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-015393](#)

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

Date

11 July 2024

Local time

12:00pm

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

English

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

Date

11 July 2024

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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**

Suppliers interested in this opportunity are invited to attend a free webinar event with the Supplier Development Programme.

Please note this is a live demonstration of how to bi for this contract using PCS.

The event is taking place online on 13th June 2024 at 10am.

To register, visit the following link:

<https://www.sdpscotland.co.uk/events/east-lothian-council-supply-of-transport-services-1726/>

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=768931](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=768931).

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:

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

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

There is a contractual obligation for the delivery of Community Benefits once the aggregate spend with ELC reaches 50K in any financial year.

(SC Ref:768931)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=768931](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=768931)

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

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

Edinburgh Court

Edinburgh

Country

United Kingdom