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Tender

## **Provision of Banking Services**

East Renfrewshire Council

F02: Contract notice

Notice identifier: 2022/S 000-020594

Procurement identifier (OCID): ocds-h6vhtk-0356d7

Published 28 July 2022, 11:38am

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

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

East Renfrewshire Council

Eastwood HQ, Eastwood Park,

Giffnock

G46 6UG

#### **Contact**

May Harvey-Welsh

#### **Email**

[may.harvey-welsh@eastrenfrewshire.gov.uk](mailto:may.harvey-welsh@eastrenfrewshire.gov.uk)

#### **Telephone**

+44 1415773669

#### **Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00183](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00183)

**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/>

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/>

**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 Banking Services

Reference number

ERC000060

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

- 66110000 - Banking services

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

Services

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

East Renfrewshire Council is currently inviting tenders, from suitably qualified companies for the supply of the following requirements. Provision of Banking Services for both the council and East Renfrewshire Cultural & Leisure Trust (ERCL) . The Council is aware that the banking sector is consistently developing its services. The flexibility to enjoy the benefits of any developments would be expected from the successful tender

The Council utilises a range of transactions, the main types are as follows;

Auto Credits to Accounts

Auto Debits to Accounts

Manual Credits

Manual Debits

Cheques Remitted

Cash Handled

CHAPS Payments Out

Stopped Cheques

Salary Recalls

Unpaid Cheques Received

BACSTEL-IP Transactions

International Currency Payments

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

Value excluding VAT: £150,000

#### **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

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

East Renfrewshire Council is currently inviting tenders, from suitably qualified companies for the supply of the following requirements. Provision of Banking Services for both the council and East Renfrewshire Cultural & Leisure Trust (ERCL) . The Council is aware that the banking sector is consistently developing its services. The flexibility to enjoy the benefits of any developments would be expected from the successful tender

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Salary Recalls

Unpaid Cheques Received

BACSTEL-IP Transactions

International Currency Payments

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

Quality criterion - Name: COMMUNITY BENEFITS / Weighting: 5

Quality criterion - Name: FAIR WORKING PRACTICES / Weighting: 5

Quality criterion - Name: CASH WITHDRAWALS CHEQUE ENCASHMENTS, PROCESSES / Weighting: 5

Quality criterion - Name: STATEMENTS PROVISION OF PAID CHEQUES / Weighting: 5

Quality criterion - Name: ELECTRONIC INTERNET BANKING / Weighting: 5

Quality criterion - Name: RECONCILIATION DATA POOLED BANK ACCOUNTS / Weighting: 5

Quality criterion - Name: CASH MANAGEMENT INTEREST ARRANGMENTS / Weighting: 5

Quality criterion - Name: BACS CHAPS and CREDIT FACILITY / Weighting: 5

Quality criterion - Name: OVERDRAFT FACILITIES / Weighting: 5

Quality criterion - Name: VOUCHER ENQUIRY SCREEN / Weighting: 5

Quality criterion - Name: BANKING DIFFERENCES PREPARATION OF BANKING / Weighting: 5

Quality criterion - Name: AUTHORISED SIGNATORIES / Weighting: 5

Quality criterion - Name: FRAUD / Weighting: 5

Quality criterion - Name: SERVICE QUALITY / Weighting: 10

Quality criterion - Name: CONTRACT TRANSFER IMPLEMENTATION / Weighting: 10

Quality criterion - Name: EXTERNAL AUDIT / Weighting: 5

Quality criterion - Name: HEALTH and SOCIAL CARE CLIENT ACCOUNTS / Weighting: 5

Quality criterion - Name: EXIT PLAN / Weighting: 5

Price - Weighting: 60

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

Value excluding VAT: £150,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Provision for 3 x 12 month extension periods

#### **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**

Quality weighting above are sub weighting and the overall weighting for quality is 40.

As per the procurement regulations from 1 January 2022 there is a need to include VAT where applicable when calculating the estimated value of contracts please refer to tender information pack on PCSt for all values including and excluding VAT

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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

Companies are required to be authorised by Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

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

Minimum level(s) of standards possibly required

To establish the financial standing of a bidder, the Council will:

Take into account a risk report provided independently by Creditsafe. Within such reports, the risk of business failure is expressed as a score ranging from 1 -100. In the event that a company is determined to have a risk failure rating of below 30 i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further. Where the score is 30+ the Council will consider all information available from the report.

Where you are not registered on credit safe e.g. charitable organisations, new start companies and Sole Traders you are to submit 2 years financial accounts, including Profit & Loss Statement and Balance Sheet for consideration.

It should be noted that in addition to the above checks 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 determine the applicant's economic and financial standing. Additional information can

include an analysis of turnover, solvency ratios and profitability ratios and will be detailed within the Qualification Envelope question within PCS-Tender. The final decision on bidder inclusion rests with the Council.

The successful tender will be expected to maintain a Creditsafe level of 30+ throughout the contract period. The offer of any extension to the contract will be dependent on an acceptable crediting rating of 30+. The council reserve the right to terminate the contract should the financial standing decline to an unacceptable level.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission.

It should be noted that the maximum business that can be passed to a sub-contractor or members of a consortia under this contract cannot be more than 50% of their annual turnover. The council reserves the right to request evidence of the other SPD areas in relation to the selection criteria of suitability, economic and financial standing and quality assurance schemes and environmental management standards. For the avoidance of doubt where a subcontractor or participants of a group who meet the compulsory exclusions grounds shall be replaced at the request of the Council and the Council may request the replacement where the discretionary exclusion grounds are met.

Minimum level(s) of standards required:

1 . Public Liability and Employers Liability 5m GBP

Professional Indemnity/ Contractors all risk 2m GBP

2. To establish the financial standing of a potential Tenderer, the Council will firstly take into account a risk report provided independently

by Credit Safe. Tenders are asked to provide their company number so that the council can run this report. Within such reports, the risk of business failure is expressed as a score ranging from 1 -100. In the event that a company is determined to have a risk failure rating of below 30 i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

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

List and brief description of selection criteria

Previous Experience



Minimum level(s) of standards required:

Bidders will be required to provide 3 examples of similar services carried out in the past three years that demonstrate that they have the relevant experience to deliver the work as described in part II.2.4 of this Contract Notice and within all tender documents. The examples provided must be of a similar value, size and scope.

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

### **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

29 August 2022

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

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

Date

29 August 2022

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: Sept 2030 once the 60 months + 3 x 12 extension periods

## **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**

Bidders should note that all questions relevant to this exercise should be posted using the Message Board facility for this project.

Please ensure that all documentation is read thoroughly.

Please note that the dates on this notice are indicative and subject to change.

All values indicated are indicative figure only and no guarantee is given with regard to the Council's overall uptake of any resulting

contract.

Bidders are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing

time and date to avoid any last minute problems.

East Renfrewshire Council reserves the right inline with Regulation 72 of the Public Contracts (Scotland) Regulations 2015, to modified

any awarded contract without a new procurement procedure.

Bidders should note that all questions relevant to this exercise should be posted using the Message Board facility for this project.

Please ensure that all documentation is read thoroughly.

Please note that the dates on this notice are indicative and subject to change.

All values indicated are indicative figure only and no guarantee is given with regard to the Council's overall uptake of any resulting

contract.

Bidders are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing

time and date to avoid any last minute problems.

East Renfrewshire Council reserves the right inline with Regulation 72 of the Public Contracts (Scotland) Regulations 2015, to modified

any awarded contract without a new procurement procedure.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19881. 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:

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

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

Bidders responding to this opportunity will be required to confirm their compliance with the following in order for their bid to be considered further. Should you advise that you are unwilling to confirm compliance your bid will be removed from this exercise without further consultation?

East Renfrewshire Council is committed to maximising community benefits, Community benefits improve the economic, social or environmental wellbeing of the area. Under this contract the successful supplier will be requested to support East Renfrewshire Council's economic, environmental and social regeneration objectives to achieve benefits for our identified beneficiary hierarchy.

Tier 1. Targeted recruitment and training for priority employability groups.

Tier 2. Work experience placements for the same target groups.

Tier 3. Curriculum support for schools and those on employability pathways.

Tier 4. Community Enhancement for community groups and projects.

Tier 5. Small and Medium Enterprises and Social Enterprise Organisations supply chain support.

If you are successful in the award of this contract you will be required to communicate / meet with East Renfrewshire Council to finalise the delivery of the benefits that you are offering under this contract.

Based on the estimated value and term of contract being offered the Council expects you to meet a minimum of 50 Community Benefits points. Please note there is no limit to the Community Benefits that a Bidder may offer and the total Community Benefit Points for these may exceed the stated expectation.

(SC Ref:701059)

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

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

Paisley Sheriff Court and Justice of the Peace Court

St James Street

Paisley

PA3 2HW

Email

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

Telephone

+44 1418875291

Country

United Kingdom

Internet address

[www.scotcourts.gov.uk/the-courts/court-locations/paisley-sheriff-court-and-justice-of-the-peace-court](http://www.scotcourts.gov.uk/the-courts/court-locations/paisley-sheriff-court-and-justice-of-the-peace-court)