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Tender

Provision of Taxi Services Framework

Inverness College UHI (Also known as UHI Inverness)

F02: Contract notice

Notice identifier: 2025/S 000-020777

Procurement identifier (OCID): ocds-h6vhtk-0511d1

Published 13 May 2025, 11:24am

The closing date and time has been changed to:

17 June 2025, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Inverness College UHI (Also known as UHI Inverness)

1 Inverness Campus

Inverness

IV2 5NA

Email

Procurement.ic@uhi.ac.uk

Telephone

+44 1463273000

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

<http://www.inverness.uhi.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00454

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.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/>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publiccontractsscotland.gov.uk/>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Taxi Services Framework

Reference number

CS-IC-26667

II.1.2) Main CPV code

- 60120000 - Taxi services

II.1.3) Type of contract

Services

II.1.4) Short description

The Authority is seeking to award a Multi Contractor Framework for the Provision of Taxi Services for UHI Inverness as set out in this Invitation to Tender (ITT) document and its appendices.

II.1.5) Estimated total value

Value excluding VAT: £240,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 60120000 - Taxi services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

UHI Inverness IV" 5NA

II.2.4) Description of the procurement

The Authority is seeking a Contractor to provide Transport Services, specifically the transportation of authorised students (some with additional support needs or disabilities), and staff to be transported to and from specified locations and the UHI Inverness campus locations.

The Transport Service will deliver the passengers to the UHI Inverness campus locations in the morning and return them to agreed locations at the end of the college day (some collections/drop offs will be to/from student's home addresses and others will be centralised pick up/drop off points for multiple students).

The Transport Service is required Monday to Friday during the College semesters (semester dates will be confirmed at a later date).

II.2.5) Award criteria

Quality criterion - Name: Service Delivery Methodology / Weighting: 21

Quality criterion - Name: Key Personnel & Booking Methodology / Weighting: 14

Quality criterion - Name: Health and Safety / Weighting: 18

Quality criterion - Name: Sustainability / Weighting: 10

Quality criterion - Name: Value Added Services / Weighting: 7

Cost criterion - Name: Cost / Weighting: 30

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

Initial term will be 2 years and renewals may be possible though optional extensions are available

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

Tenderers are expected to examine all instructions, questions, forms, terms, and specification in the ITT and check they are complete in all respects.

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

Bidders must confirm that they hold a Taxi or Private Hire Car Operator's Licence issued under the Civic Government Scotland Act 1982. A copy of the Operator's Licence must be provided.

The Contractor and any sub-Contractors (if relevant) must hold a Public Service Vehicle (PSV) operator's licence and should ensure all relevant legislation and regulations are adhered to in order to maintain their PSV licence throughout the duration of the Contract.

All drivers must have a Certificate of Professional Competence (CPC) qualification and have been Protecting Vulnerable Groups (PVG) checked by the authority prior to commencing duties under this contract.

From 1 July 2025 onwards, it will become a criminal offence for:

- individuals to carry out a regulated role if they are not a member of the PVG scheme
- organisations to offer a regulated role to an individual who is not a member of the PVG scheme

This adds to the existing offences under the PVG Act. It will continue to be an offence for an individual to seek, agree to do or carry out a regulated role if the individual is barred from working with children, protected adults or both. Similarly, organisations must not offer a regulated role to someone who is barred from that type of regulated role.

As it is the responsibility of the employer to process PVG's, all contractors must ensure the full scheme membership of all applicable employees is in place and this is checked against the children's barred list.

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The Contract Agreement will be monitored against Key Performance Indicators specified in detail in the table contained in the ITT. The Contractor must provide KPI information to the Authority's nominated contact every 6 months.

This list may be further developed throughout the lifetime of the Contract Agreement as demand evolves in consultation with the Contractor and User Intelligence Group.

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

Envisaged maximum number of participants to the framework agreement: 3

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Due to the geographical nature and the service delivery and the unlikely event of new economic operators in this area the college will look have a 5 year framework, though this will be reviewed annually after the initial 2 year term

IV.1.6) Information about electronic auction

An electronic auction will be used

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

17 June 2025

Local time

11:00am

Changed to:

Date

17 June 2025

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

17 June 2025

Local time

12:00pm

Place

UHI Inverness

Information about authorised persons and opening procedure

PCS Postbox to be opened by Procurement Manager Only

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 6 Months prior to the end of initial / extension period

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

Tenderers are expected to examine all instructions, questions, forms, terms, and specification in the ITT and check they are complete in all respects.

Tenderers should notify the Authority promptly of any perceived ambiguity, inconsistency, or omissions in this ITT, any of its associated documents and/or any other documentation issued to them during the procurement exercise.

Tenderers are responsible for ensuring that they have submitted a complete and accurate Tender Response. Prices must be submitted in GBP Sterling, exclusive of VAT

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=798654.

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.

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.

(SC Ref:798654)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=798654

VI.4) Procedures for review

VI.4.1) Review body

Scottish Courts and Tribunals

The Inverness Justice Centre Longman Road

Inverness

IV1 1AH

Email

inverness@scotcourts.gov.uk

Telephone

+44 1463230782

Country

United Kingdom