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Tender

Taxi & Private Hire Driver Medicals

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2023/S 000-020797

Procurement identifier (OCID): ocds-h6vhtk-03cfd8

Published 19 July 2023, 2:57pm

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Contact

Callum Ewan

Email

callum.ewan@edinburgh.gov.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Taxi & Private Hire Driver Medicals

Reference number

CT0935

II.1.2) Main CPV code

- 85100000 - Health services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of Edinburgh Council requires a medical provider to deliver medical advice to the Licensing Service regarding a person's fitness to drive a taxi or private hire vehicle.

II.1.5) Estimated total value

Value excluding VAT: £448,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85100000 - Health services
- 85141000 - Services provided by medical personnel

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The City of Edinburgh Council (the Council) requires a medical provider to deliver medical advice to the Licensing Service regarding a person's fitness to drive a taxi or private hire vehicle.

The medical provider will be required to examine all new license applicant's fitness to meet DVLA Group 2 standards in order to drive a taxi or private hire vehicle in accordance with Council regulations. In addition, any currently licensed drivers aged 60 will be re-examined every time they renew their license and any driver over the age of 65 will be re-examined annually.

There are a total of approximately 5208 licensed taxi and private hire drivers with the Council.

Provisionally, the contract term will be for a period of three years with an optional one year extension, taken at the sole discretion of the Council.

Within this three year period, there are currently approximately 453 drivers turning 60 and approximately 345 drivers turning 65.

The medical provider would be expected to have scope to assess this number of drivers plus any new applicants whose figures cannot be estimated.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 20

Price - Weighting: 80

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

The Council wishes to hold the option to extend for up to a further 12 months, undertaken at the sole discretion of the Council.

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

Please note that as a minimum standard:

The City of Edinburgh Council requires the provider to have an office based within geographical council boundaries.

The medical provider will be required to perform assessments on a weekly basis over 52 weeks of the year.

Assessments are required to be carried out face-to-face by a doctor.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.1 - Tenderers are required to have a minimum “general” annual turnover of 220,000 GBP for the last two financial years. Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.4 - Tenderers will be required provide the following information in response to 4B.4:

- Current ratio for Current Year: 1.10
- Current ratio for Prior Year: 1.10

The formula for calculating a Tenderer’s current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than 1.10. Where a Tenderer’s current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.5 - Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- a. Employers (Compulsory) Liability Insurance - 5m GBP
- b. Public Liability Insurance - 10m GBP
- c. Professional Indemnity - 5m GBP

Where a Tenderer does not hold or commit to obtaining the types and levels of insurance indicated, the Council will exclude the Tenderer from the competition.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Contract Specific Mandatory Criteria

Part IV: Selection criteria - C: Technical and Professional Ability – Prompt Payment – Question 4C.4 - It is a mandatory requirement of this Framework that a prompt payment clause is present in all Contracts used in the delivery of the requirements. This ensures payment of sub-contractors at all stages of the supply chain within 30 days and includes an obligation to provide a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance as well as the provision of evidence and reports to the Council on request or as contractually scheduled. Bidders should confirm that this condition will be met within the response to this question.

Part IV: Selection criteria - C: Technical and Professional Ability – Living Wage Payment – Question 4C.4

Tenderers are asked to confirm that they will pay staff that are involved in the delivery of the [framework agreement / contract, and/or any subsequent call off contract] (including any agency or sub-contractor staff) directly involved in the delivery of the [framework agreement / contract, and/or any subsequent call off contract]), at least the real Living Wage.

Part IV: Selection criteria - C: Environmental Management Measures – Question 4C.7 – Bidders will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence includes but is not limited to:

A completed copy of “Annex 1 - Contract Climate Change Plan” including planned projects and actions to reduce the bidder’s carbon emissions. This does not need to contain calculated carbon emissions.

Where a Tenderer’s response is of a less than the acceptable standard, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Part IV: Selection criteria - C: Premises Within Council Boundaries – Question 4C.8 - As per the Specification, the City of Edinburgh Council requires the provider to have an office based within geographical council boundaries. In relation to the above, can you please provide the following information: does your organisation have premises within the above parameter?

Part IV: Selection criteria - C: Key Personnel – Question 4C.9 – It is a mandatory requirement of the contract that the Taxi/Private hire driver medical examinations are conducted by a fully qualified Doctor that is registered and holds a licence to practice with the GMC. Please indicate your compliance with this mandatory requirement.

Part IV: Selection criteria - D: Quality Assurance Schemes & Environmental Management – Question 4D.1 - It is a mandatory requirement that Tendering Organisations with more than 5 employees have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly. Bidders should confirm that this condition has been met within the response to this question. Where a Bidder does not have a Health & Safety Policy and is required to do so, the Council may exclude the Bidder from the competition.

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

It is a mandatory requirement of this contract that the Taxi/Private hire driver medical examinations are conducted by a fully qualified Doctor that is registered and holds a licence to practice with the GMC.

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

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-015105](#)

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

Date

18 August 2023

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

18 August 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: If the full contract period is undertaken, this requirement shall likely be re-tendered in mid 2027

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 who do not pass the contract specific mandatory criteria may not be subject to Commercial Analysis. As a result the tender may not be considered further.

Bidders must complete the Part A Exclusion and Award Criteria section of the Tenderers Submission document to demonstrate adherence to the Exclusion and Selection Criteria for this procurement.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24362. 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:

Contractors are expected to offer a suitable community benefit linked to the service.

(SC Ref:737592)

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

A tenderer that suffers loss as a result of a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in

the Sheriff Court or the Court of Session. Post contract award the Sheriff Court or the Court of Session may (1) award damages provided

proceedings are brought within 3 months from the date when the grounds for the bringing of the proceedings first arose (2) be entitled to

issue an ineffectiveness order or impose a financial penalty on the Council. A claim for an ineffectiveness order must be made within 30

days of the Contract Award Notice being published in the FTS or within 30 days of the date those who expressed an interest in or otherwise

bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the

contract was entered into.