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Tender

Self Build Loan Fund Administrator

Scottish Government

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2022/S 000-021355

Procurement identifier (OCID): ocids-h6vhtk-0358c6

Published 4 August 2022, 9:05am

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

Contact

Douglas Martin

Email

douglas.martin@gov.scot

Telephone

+44 1412420478

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482

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/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

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.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Self Build Loan Fund Administrator

Reference number

CASE/596060

II.1.2) Main CPV code

- 75123000 - Administrative housing services

II.1.3) Type of contract

Services

II.1.4) Short description

Administration Services for Self Build Loan Fund

II.1.5) Estimated total value

Value excluding VAT: £583,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 75123000 - Administrative housing services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Scotland

II.2.4) Description of the procurement

Provision of services to administer the Self Build Loan Fund

II.2.7) Duration of the contract or the framework agreement

Duration in months

48

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.4) Objective rules and criteria for participation

List and brief description of rules and criteria

Objective rules and criteria for participation are contained in this notice at section VI.3 Additional Information.

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

Section IV. Procedure

IV.1) Description

IV.1.1) Form of procedure

Open procedure

IV.1.11) Main features of the award procedure

Quality Technical 70 percent

Price Commercial 30 percent

Technical Assessment - Full details of the technical criteria detailed within Invitation to Tender.

Tenderers must also confirm,

- they will pay staff that are involved in the delivery of the contract, at least the real Living Wage
- they will meet standards on payment of subcontractors

IV.2) Administrative information

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

Date

30 August 2022

Local time

12:00pm

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

English

Section VI. Complementary information

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

Exclusion Grounds - Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015. Selection Criteria- B Economic and Financial Standing 4B.4 Financial Ratio, 4B.5.1 Insurances Required as detailed within Invitation to Tender document. C Technical and Professional Ability - 4C.1.2 Experience and Examples- Tenderers must provide an overview and TWO examples which demonstrate their experience in providing assistance to self build projects and the management and use of public sector funds. Tenderers must be able to demonstrate a strong track record in an outcomes-focussed environment on - Project management, Accountability and evaluation, Providing of advice and support, Communication and engagement. 4C.4 Supply Chain Management and Prompt Payment of subcontractors- Tenderers must provide a statement of the relevant supply chain management and/or tracking systems as detailed within the Single Procurement Document, of the Invitation to Tender document.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21434. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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:

8. Community Benefits

8.1 The Scottish Government is committed to contributing to the social, economic and environmental well-being of the people of Scotland. The Scottish Ministers has a range of

national outcomes that underpin its core purpose: To focus on creating a more successful country, with opportunities for all of Scotland to flourish, through sustainable and inclusive economic growth.

8.2 Accordingly, there is a requirement to demonstrate commitment to these objectives in the form of a Community Benefits Proposal, which will be performed on a cost –neutral basis.

8.3 Proposals must compliment the main purpose of the Contract and be proportionate to the contract value.

8.4 Community benefits are measures which address challenges faced by this community to improve the economic, social or environmental wellbeing in a way that enriches the affected community therefore contributing to Scotland's National Outcomes. For example:

- We grow up loved, safe and respected so that we realise our full potential
- We live in communities that are inclusive, empowered, resilient and safe
- We are well educated, skilled and able to contribute to society
- We respect, protect and fulfil human rights and live free from discrimination
- We tackle poverty by sharing opportunities, wealth and power more equally
- Examples of Community Benefit categories could be: targeted employment support, recruitment and work-related training for priority groups within the community (for example long-term unemployed and young people) as part of your proposed workforce for this project;
- support for existing Charity and Third Sector Organisations that deliver benefits to the communities
- Use of SMEs or supported businesses as part of your supply chain
- up-skilling the existing workforce;
- equality and diversity initiatives;
- educational support initiatives.

Note: This list is not exhaustive.

(SC Ref:699386)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Chambers Street

Edinburgh

Country

United Kingdom