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Tender

## **Occupational Health Services**

Senior Procurement Contracts Manager

F02: Contract notice

Notice identifier: 2022/S 000-021414

Procurement identifier (OCID): ocds-h6vhtk-0358f3

Published 4 August 2022, 1:31pm

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

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

Senior Procurement Contracts Manager

West Mains Road

Edinburgh

EH9 3JG

#### **Contact**

William Connelly

#### **Email**

[william.connelly@sruc.ac.uk](mailto:william.connelly@sruc.ac.uk)

#### **Telephone**

+44 01315354384

#### **Fax**

+44 01315354314

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.sruc.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00021](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00021)

**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/search/Search\\_AuthProfile.aspx?ID=AA00021](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00021)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.sruc.ac.uk>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Occupational Health Services

Reference number

20098

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

- 85100000 - Health services

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

Services

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

The provision of Occupational Health Services.

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

Value excluding VAT: £250,000

#### **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

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

NUTS codes

- UKM - Scotland

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

SRUC is currently reviewing its Occupational Health provision to ensure that it is obtaining the best value for money, whilst at the same time providing a fit for purpose individualised service.

Given SRUC's geographically dispersed locations, SRUC is seeking responses only from organisations which can provide an on-site occupational health service, as when required, throughout Scotland.

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

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

#### **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

The Services will be retendered following the end of Contract.

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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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.2.1) Previous publication concerning this procedure**

Notice number: [2017/S 122-247328](#)

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

Date

22 September 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**

Tender must be valid until: 1 November 2022

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

Date

22 September 2022

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

Quality Management Procedures - The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

OR

A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has, and continues to implement, a quality management policy that is authorised by their Chief Executive, or equivalent, which is periodically reviewed at a senior management level.

The evaluation criteria will include emphasis on quality as well as price. Each Tender will be subject to a Technical, Commercial and Financial Analysis. The aim of the evaluation is to select the Tender(s) which represent(s) the most economically advantageous Tender. The Technical Analysis will ensure that Tenderers have met the minimum criteria set down in the Statement of Requirement and Tender Schedules.

To achieve this, the following tender rating system will be used:

#### **Guide to Marks**

10 Excellent response demonstrating clear understanding and comprehensive ability to fulfil requirements, outlining added value, innovation and is equal to or improves on the specification.

7 Good response providing clear evidence of understanding and compliance and may evidence some elements of innovation.

5 Average response providing some indication of understanding and compliance.

3 Minimal or poor response providing little evidence of understanding or compliance.

0 Nil or inadequate response with little or no understanding of requirement or evidence of compliance.

The Criteria for shortlisting/award of Contract will be based on the Tenderer's relevant previous experience, technical/professional ability, economic and financial standing and the supplementary information requested. The Tender will be evaluated on a 60:40, quality:price basis.

Pricing: The following scoring system will be used to evaluate Tender responses:

The lowest sustainable bid will be scored at 100%. Any bid that is deemed to be financially unsustainable in the opinion of SRUC will not be scored.

Bids that are higher than the lowest sustainable bid will be scored on the basis of a 1% reduction for every 1% they are higher than the lowest sustainable bid.

The financial scores will then be multiplied by the 40% weighting to give the final financial percentage for evaluation.

Example: lowest sustainable bid 1000

Bid Price Score Weighting Final financial percentage

A 800 0% X40% 0%

B 1000 100% X40% 40%

C 1200 80% X40% 32%

D 1500 50% X40% 20%

Bidders should note the maximum word count for each section, if indicated.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[http://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=498041](http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=498041).

The buyer has indicated that it will accept electronic responses to this notice via the Post box facility. A user guide is available at

[http://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](http://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.

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=702326](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=702326).



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(SC Ref:702326)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=702326](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=702326)

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

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

Senior Procurement Contracts Manger

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Edinburgh

EH9 3JG

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