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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

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

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

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

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

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

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

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.

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.

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.

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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:702326)

Download the ESPD document here:

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

Email

william.connelly@sruc.ac.uk

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Country

United Kingdom