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Tender

## **Provision of a Housing Information and Advice Service**

Inverclyde Council

F02: Contract notice

Notice identifier: 2021/S 000-022625

Procurement identifier (OCID): ocds-h6vhtk-02dfd0

Published 13 September 2021, 11:24am

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

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

Inverclyde Council

Corporate Procurement, Municipal Buildings, Clyde Square

Greenock

PA15 1LX

#### **Email**

[Angela.Rodgers@inverclyde.gov.uk](mailto:Angela.Rodgers@inverclyde.gov.uk)

#### **Telephone**

+44 1475712364

#### **Country**

United Kingdom

#### **NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00168](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00168)

**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/toolkit/negotiation/common/param/structure/FormDetail.do?\\_ncp=1630663068875.47488-3#fh](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/toolkit/negotiation/common/param/structure/FormDetail.do?_ncp=1630663068875.47488-3#fh)

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/toolkit/negotiation/common/param/structure/FormDetail.do?\\_ncp=1630663068875.47488-3#fh](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/toolkit/negotiation/common/param/structure/FormDetail.do?_ncp=1630663068875.47488-3#fh)

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Provision of a Housing Information and Advice Service

Reference number

CP0410/HSCP

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

- 70330000 - Property management services of real estate on a fee or contract basis

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

Services

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

The service is aimed at providing easily accessible, independent housing advice and assistance to those who are homeless or threatened with homelessness.

Independent advice should be targeted at those who are either homeless or potentially homeless and who have already sought or received advice and assistance from the mainstream housing agencies. Queries relating to the prevention of homelessness should also be afforded priority by the service.

#### **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
- 70333000 - Housing services
- 71317200 - Health and safety services
- 75122000 - Administrative healthcare services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Inverclyde Council operates a Health and Social Care Partnership (HSCP) together with NHS Greater Glasgow and Clyde. The Housing Scotland Act 2001 confers the duty on local authorities to provide a comprehensive housing advice and assistance service which may assist a homeless person or assist in the prevention of homelessness, free of charge for any person in the authority's area. Therefore, Inverclyde Council is seeking a Provider to provide a Housing Information and Advice Service.

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

### **II.2.6) Estimated value**

Value excluding VAT: £55,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

11 December 2021

End date

10 December 2026

This contract is subject to renewal

Yes

Description of renewals

Next Tender opportunity will be in 2026

### **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**

List and brief description of selection criteria

Inverclyde Council will check the financial status of applicants by means of a Dun and Bradstreet assessment. In order to be considered applicants must achieve one of the following:

(a) Where the tenderers Dun & Bradstreet risk indicator is 3 or less, the annual contract value should also be less than 50% of the tenderers average turnover over the preceding 2 years.

OR

(b) Where the tenderers Dun & Bradstreet risk indicator is 2 or less, the annual contract value should also be less than 75% of the tenderers

average turnover over the preceding 2 years.

**PLEASE NOTE THE IMPORTANT GUIDANCE TO BIDDERS BELOW:**

**APPLICANTS ARE STRONGLY ADVISED TO SATISFY THEMSELVES THAT THEY MEET THESE CRITERIA AS FAILURE OF THE FINANCIAL CHECK WILL MEAN THAT THEIR APPLICATION WILL NOT BE CONSIDERED FURTHER. APPLICANTS SHOULD ALSO SATISFY THEMSELVES THAT THEIR DUN AND BRADSTREET RATINGS ARE CORRECT AND IT IS THE APPLICANT'S RESPONSIBILITY TO RAISE ANY QUERIES WITH DUN AND BRADSTREET IF THEY FEEL A CORRECTION IS REQUIRED. THE COUNCIL WILL RELY ON THE RISK RATING IT OBTAINS AT THE TIME IT PERFORMS THE D&B FINANCIAL CHECK.**

You must provide your average yearly turnover for the last 2 years.

Turnover must be provided from your audited accounts. Turnover from unaudited accounts or part year turnover will not be accepted.

If you are unable to provide the turnover information required due to being exempt from submission of full audited accounts, please provide an explanation on why you are exempt in response to this question.

If you have responded that you are exempt from submitting full audited accounts, please confirm that you will be prepared to submit alternative information and documentation on your financial position should this be required at any point.

This information could be required at selection or in the event that the bidder is identified as the preferred bidder.

Minimum level(s) of standards possibly required

The bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Employer's (Compulsory) Liability: Limit of 5 million GBP

Public Liability: Limit of 5 million GBP

## **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: No

### **IV.2) Administrative information**

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

Date

15 October 2021

Local time

12:00pm

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

English

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

Date

15 October 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: This tender will be due for retender in 2026.

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

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.

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#### **SPD 4C – QUALIFICATIONS**

Bidders will be required to confirm that they and/or the service provider have the following relevant educational and professional qualifications - Practising Certificate for the qualified solicitor

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#### **SPD 4C – SUBCONTRACTING**

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

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#### **SPD 4D - QUALITY MANAGEMENT PROCEDURES**

If the bidder does not hold UKAs (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent) then the bidder must hold the information contained in the buyer attachment area in PCS-T (file name "Contract Notice Additional Information")

#### **HEALTH AND SAFETY**

If the bidder does not hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a

construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum, then the bidder must hold the information contained in the buyer attachment area in PCS-T (file name "Contract Notice Additional Information")

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#### SPD 4D - ENVIRONMENTAL MANAGEMENT PROCEDURES

If the bidder does not hold UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate then the bidder must hold the information contained in the buyer attachment area in PCS-T (file name "Contract Notice Additional Information")

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 41074. For more information see:

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

(SC Ref:666055)

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

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

Greenock Sheriff Court and Justice of the Peace Court

Sheriff Court House, 1 Nelson Street

Greenock

PA15 1TR

Country

United Kingdom