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Tender

## **Supply and Maintenance of Dual Column Headspace Gas Chromatography Flame Ionisation Detection Instruments (HS-GC/FID)**

Scottish Police Authority

F02: Contract notice

Notice identifier: 2021/S 000-023016

Procurement identifier (OCID): ocds-h6vhtk-02c63a

Published 16 September 2021, 10:15am

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

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

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

#### **Contact**

Sharon Barr

#### **Email**

[sharon.barr@scotland.pnn.police.uk](mailto:sharon.barr@scotland.pnn.police.uk)

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.spa.police.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA19762](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762)

**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>

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

Body governed by public law

**I.5) Main activity**

Public order and safety

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## **Section II: Object**

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

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

Supply and Maintenance of Dual Column Headspace Gas Chromatography Flame Ionisation Detection Instruments (HS-GC/FID)

Reference number

PROC-21-1004

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

- 38432210 - Gas chromatographs

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

Supplies

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

Supply, Delivery and Installation of 3 x Dual Column Headspace Gas Chromatography Flame Ionisation Detection (HS-GC/FID) instruments and associated maintenance packages

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 38432210 - Gas chromatographs

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Glasgow

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

The Scottish Police Authority Forensic Services is expanding its remit to provide a post-mortem forensic toxicology service to the Crown Office and Procurator Fiscal Service (COPFS) who are responsible for the investigations into sudden, unexplained deaths in Scotland.

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A new toxicology laboratory for Scotland is to be created to provide state-of-the-art testing capabilities for police and prosecutors. The new facility will be located in Glasgow. This will be a busy laboratory service receiving up to 4000 cases per annum and requiring a quick turnaround.

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Scottish Police Authority, Forensic Services, has a requirement to procure 3 x Dual Column Headspace Gas Chromatography Flame Ionisation Detection (HS-GC/FID) instruments and associated maintenance packages. These instruments will be used in a forensic toxicology laboratory and will be located at the new facility.

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A proposal for 3 x indoor hydrogen generators and 3 x indoor air generators (one per instrument) or alternative solution using less generators with high capacities is also requested as part of the tender.

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

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Option to extend the contract for one period of up to three years.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: Yes

Description of options

Within the contract the Authority include the option to purchase one additional HS-GC/FID instrument with associated maintenance package.

**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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

##### **SPD Question 4A.1 Trade Registers**

It is a requirement of this tender that if the Tenderer is UK based they must hold a valid registration with Companies House. Where the Tenderer is UK based but not registered at Companies House they must be able to verify to the Authority's satisfaction that they are trading from the address provided in the tender and under the company name given.

Tenderers within the UK must confirm if they are registered under Companies House within this question,

If the Tenderer is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

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##### **SPD Question 4A.2 Authorisation/Membership**

Where it is required, within a Tenderer's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service.

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

List and brief description of selection criteria

It is a requirement of this Contract that Tenderers hold, or can commit to obtain prior to the commence of any subsequently awarded Contract, indicated below:

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##### **SPD Question 4B5 Insurances**

Employers (Compulsory) Liability Insurance = 10 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide their current Employers Liability Insurance certificate.

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Public Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide a copy of their current Public Liability Insurance certificate.

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Product Liability Insurance = 5 million GBP in respect of each claim and in the aggregate. Tenderers may be required to provide a copy of their current Product Liability Insurance certificate.

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Professional Indemnity Insurance = 2 million GBP in respect of each claim and in the aggregate. Tenderers may be required to provide a copy of their current Professional Indemnity Insurance certificate.

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Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one incident and annual aggregate caps and the excesses under the policies.

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Minimum level(s) of standards possibly required

#### SPD Question 4B6 Financial Standing:

The Authority will access a Credit safe report for a Tenderers organisation and use the information contained within to assist with the assessment of the Tenderer's economic and financial standing. Tenders are asked to provide their company number within the SPD to allow the Authority to access a Credit Safe Report.

Within such reports, the risk of business failure is expressed as a score of 30 or below (high risk of business failure). In the event that a company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

If you are successful in the award of this contract and your risk failure rating falls below 30 then the SPA reserve the right to remove you from this contract. It is the Contractor's responsibility to ensure that the information held by Credit Safe is accurate and up to date.

For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the Tenders to ensure that the most up to date information is used. Where you are not registered on credit safe e.g. charitable organisations or new start companies/ Sole Traders with less than 3 years trading history, discretionary powers are available to the Director of Finance to consider abbreviated accounts along with bankers references etc.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission.

**IMPORTANT NOTE:** This requirement is not applicable to Sole Traders/ Charities. Sole Traders/ Charities may be required to provide a bankers reference if successful.

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

List and brief description of selection criteria

#### **SPD Question 4C.1.2 Technical and Professional Ability**

It is a mandatory requirement of this tender that bidders can demonstrate that they have supplied and successfully implemented HS-GC/FID instruments (including installation and training required to enable the customer to operate successfully) in the fields of Forensic Toxicology or Clinical Toxicology.

A minimum of 2 and a maximum of 3 examples to be provided.

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Minimum level(s) of standards possibly required

#### **SPD Question 4D.1 Quality Assurance**

It is a mandatory requirement of the contract that the manufacturers/developers of the instruments/software and those providing technical support, either remotely or on-site, are certified to ISO/IEC 27001 (or equivalent) or have equivalent arrangements in place for the 14 control areas listed below:

- 1) Information Security Policies
- 2) Organization of Information Security
- 3) Human Resource Security



- 4) Asset Management
- 5) Access Control
- 6) Cryptography
- 7) Physical and environmental security
- 8) Operation Security
- 10) System acquisition, development and maintenance
- 11) Supplier relationships
- 12) Information security incident management
- 13) Information security aspects of business continuity management
- 14) Compliance

Further guidance is provided within the Qualification Envelope within PCS-T

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Key Performance Indications are detailed within the Invitation to Tender

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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: [2021/S 000-016072](#)

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

Date

18 October 2021

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: 6 (from the date stated for receipt of tender)

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

Date

18 October 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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**

Vetting

The Tenderer's representative with overall responsibility for undertaking the works and the personnel assigned to the supply of the goods and or services shall be vetted to Non Police Personnel Vetting Standards (NPPV) Level 2 or 3 as appropriate depending on the person's role and activity they undertake.

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Economic Operators

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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Living Wage

Tenderers will be asked to confirm if they pay all employees as a minimum the Real Living Wage as published by the Living Wage Foundation for statistical information gathering purposes only.

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Equality and Diversity

Tenderers will be required to comply with the statutory obligations under the Equality Act

2010.

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#### Declaration of Non-Involvement in Serious Organised Crime

Tenderers must complete and sign a Declaration of Non-Involvement in Serious Organised Crime form.

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#### Subcontractor Detail

Tenderers will be required to provide details of the subcontractors they intend to use in their supply chain. Tenderers are required to complete this section as part of the SPD.

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#### Data Protection

Tenderers must be aware of their obligations under the Data Protection Act 2018 and the GDPR as set out in the Contract.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19646. For more information see:

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

(SC Ref:665371)

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

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

Glasgow Sheriff Court

Glasgow

Country

United Kingdom