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Tender

EC/IR Servicing, Calibration & Gas Provision

Scottish Police Authority

F02: Contract notice

Notice identifier: 2022/S 000-024427

Procurement identifier (OCID): ocds-h6vhtk-0364c2

Published 1 September 2022, 12:40pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

Email

jamie.sibley@scotland.police.uk

Telephone

+44 7867153791

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

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

www.publictendersscotland.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publictendersscotland.publiccontractsscotland.gov.uk

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

www.publictendersscotland.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Public order and safety

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

EC/IR Servicing, Calibration & Gas Provision

Reference number

Proc 22 - 1630

II.1.2) Main CPV code

- 75241100 - Police services

II.1.3) Type of contract

Services

II.1.4) Short description

2 lot tender for;

Lot 1 servicing and calibration of Intoximeter EC/IR devices

Lot 2 supply and delivery of calibration gas

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

servicing and calibration of Intoximeter EC/IR devices

Lot No

1

II.2.2) Additional CPV code(s)

- 75241100 - Police services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

All Scotland

II.2.4) Description of the procurement

Police Scotland require the servicing and calibration of Intoximeter EC/IR devices and the supply of calibration gas.

Lot 1 relates to the servicing and calibration of the EC/IR devices, in order to carry out servicing and calibration of the EC/IR devices a company must be UKAS (United Kingdom Accreditation Service) accredited for the servicing of the Intoximeter EC/IR devices

Lot 2 relates to the supply and deliver of suitable calibration gas for the devices.

II.2.5) Award criteria

Quality criterion - Name: technical / Weighting: 50

Price - Weighting: 50

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

6 months prior to contract expiry

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

II.2) Description

II.2.1) Title

Lot 2 supply and delivery of calibration gas

Lot No

2

II.2.2) Additional CPV code(s)

- 75241100 - Police services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

all Scotland

II.2.4) Description of the procurement

Lot 2 relates to the supply and deliver of suitable calibration gas for the EC/IR devices.

II.2.5) Award criteria

Quality criterion - Name: technical / Weighting: 50

Price - Weighting: 50

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

6 months prior to contract expiry

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

List and brief description of conditions

For Lot 1;

in order to carry out servicing and calibration of the EC/IR devices a company must be UKAS (United Kingdom Accreditation Service) accredited for the servicing of the Intoximeter EC/IR devices

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:

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

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.

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 Professional Indemnity Insurance certificate.

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.

ESPD 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 ESPD 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

Tenderer`s will be required to provide evidence of having the necessary capacity and capability to deliver the requirements stated within the tender documents.

The below requirements will be requested during the tender process:

ESPD Question 4C.1.2 Technical and Professional Ability

With reference to the nature and details of the supplies/services that are the subject matter of this tender, relevant examples are to be provided of the supplies/services undertaken by the Tenderer in the last 3 years.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

During the period of the Contract Agreement, the Contractor shall monitor and measure their performance against the Key Performance Indicators (KPIs) detailed below:

Quality – Category Weight (100%)

Contract Outcome

Cost – Category Weight (0%)

Service – Category Weight (0%)

Sustainability – Category Weight (0%)

The above KPIs shall make up the Balanced Scorecard and will be used to score the Contractor's performance. The Contract Administrator and other relevant stakeholder shall score the Contractor against the expected results using the following scores.

4 - Exceeding Expectations (100)

3 - Meeting Expectations (75)

2 - Minor Concerns (50)

1 - Major Concerns (25)

0 - Not Performing (0)

This shall take place using the Public Contract Scotland Tender Contract and Supplier Management portal yearly, half yearly or monthly depending on the overall risk status of the contract. The risk status shall be confirmed at Contract Award.

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

Date

6 October 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: 27 February 2023

IV.2.7) Conditions for opening of tenders

Date

6 October 2022

Local time

12:00pm

Place

Police Scotland Premises

Information about authorised persons and opening procedure

Procurement Specialist Jamie Sibley

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 6 months prior to contract expiry

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

Economic Operators

Applicable to OJEU Notices: 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.

Assessment of Employment Status

Tenderers may be asked to declare whether they intend to provide services through a Personal Service Company (PSC). From April 2017, the responsibility to pay employment taxes shifts from the PSC to public sector bodies and the Authority must be aware of any successful tenderer's detailed employment status.

For further information on determining employment status the Government has published guidance on this IR35 Legislation

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.

Equality and Diversity

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

2010.

Declaration of Non-Involvement in Serious Organised Crime

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

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 ESPD.

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 22268. For more information see:

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

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:

It has become clear that there is scope within the EU legal framework which applies to public contracts, to use contracts to deliver wider social benefits such as:

- Targeted recruitment and training (providing employment and training opportunities/Apprenticeships)
- SME and social enterprise development
- Community engagement

As part of your response to the Quality criteria, Tenderers are requested to provide an outline of all community benefits you can offer for this contract.

(SC Ref:705246)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sherriff Court

Glasgow

Country

United Kingdom