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Tender

Framework Agreement for the provision of Bus & Coach Transport Services

Scottish Police Authority

F02: Contract notice

Notice identifier: 2024/S 000-025890

Procurement identifier (OCID): ocds-h6vhtk-0401d7

Published 15 August 2024, 8:43am

Section I: Contracting authority

I.1) Name and addresses

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

Email

louise.hall@scotland.police.uk

Telephone

+44 1786895668

Country

United Kingdom

NUTS code

UKM - Scotland

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.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://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

<https://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

Framework Agreement for the provision of Bus & Coach Transport Services

Reference number

PROC 23 2135

II.1.2) Main CPV code

- 60170000 - Hire of passenger transport vehicles with driver

II.1.3) Type of contract

Services

II.1.4) Short description

Police Scotland and the Scottish Police Authority (“the Authority”) have identified a need for Bus & Coach Transportation Services

II.1.5) Estimated total value

Value excluding VAT: £900,000

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

Lot 1 – North of Scotland

Lot No

1

II.2.2) Additional CPV code(s)

- 60170000 - Hire of passenger transport vehicles with driver

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

This is a Framework Agreement for Bus/Coach Transport Services. Full details are contained in the Invitation to Tender Documents.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

1 year optional extension

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 – East, Central & Southeast Scotland

Lot No

2

II.2.2) Additional CPV code(s)

- 60170000 - Hire of passenger transport vehicles with driver

II.2.3) Place of performance

NUTS codes

- UKM7 - Eastern Scotland

II.2.4) Description of the procurement

Police Scotland and the Scottish Police Authority ("the Authority") have identified a need for Bus & Coach Transportation Services

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

1 year optional extension

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 3 - West & Southwest Scotland Region

Lot No

3

II.2.2) Additional CPV code(s)

- 60170000 - Hire of passenger transport vehicles with driver

II.2.3) Place of performance

NUTS codes

- UKM8 - West Central Scotland

II.2.4) Description of the procurement

Police Scotland and the Scottish Police Authority (“the Authority”) have identified a need for Bus & Coach Transportation Services

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

1 year optional extension period

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 4 - All of Scotland Region

Lot No

4

II.2.2) Additional CPV code(s)

- 60170000 - Hire of passenger transport vehicles with driver

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

Police Scotland and the Scottish Police Authority ("the Authority") have identified a need for Bus & Coach Transportation Services

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

1 year optional extension.

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 5 - Rest of UK Region

Lot No

5

II.2.2) Additional CPV code(s)

- 60170000 - Hire of passenger transport vehicles with driver

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Police Scotland and the Scottish Police Authority (“the Authority”) have identified a need for Bus & Coach Transportation Services

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

1 year optional extension

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

Full details are also contained in the Contract Notice uploaded to PCST in the General Attachments Area of the Qualification ITT. project_27195

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 SPA'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 outwith 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.

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.

Tenderers must confirm if they hold the following authorisation or memberships

Public Service Vehicle Operator's Licence of the relevant classification conform to section 12 of the Public Passenger Vehicles Act 1981. You must indicate the number of discs you hold.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Full details are also contained in the Contract Notice uploaded to PCST in the General Attachments Area of the Qualification ITT. project_27195

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

Minimum level(s) of standards possibly required

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 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.

AND all insurances required to hold a Public Service Vehicle Operator's Licence of the relevant classification, and for the relevant number of vehicles, conform to section 12 of the Public Passenger Vehicles Act 1981 including but not limited to Third Party Liability cover including carriage of passengers for Hire & Reward

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 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 less than 30 (high risk of business failure). In the event that a company is determined to have a risk failure rating of less than 30 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

Full details are also contained in the Contract Notice uploaded to PCST in the General Attachments Area of the Qualification ITT. project_27195 Tenderers 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:

Minimum level(s) of standards possibly required

SPD Question 4C.1.2 Technical and Professional Ability

With reference to the nature and details of the services that are the subject matter of this tender, relevant examples are to be provided of the services undertaken by the Tenderer in the last 3 years. Please provide a minimum of 2 examples of bus transportation services you have provided to organisations similar to us (whether other public sector or to private organisations similar in size/complexity of needs). Please include the value of the requirement, dates, duration, number of passengers and whether a transport planner was used.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Full details of the KPIs that will apply to this contract are contained in the ITT and in the Contract Notice uploaded in the PCS T project under General Attachments in the Qualification ITT

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 50

In the case of framework agreements, provide justification for any duration exceeding 4 years:

N/A

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: [2023/S 000-027582](#)

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

Date

20 September 2024

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

20 September 2024

Local time

12:00pm

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

Full details are contained in the Word Copy of the Contract Notice due to character limits.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27195.
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:

Full details are contained in the Invitation to Tender Document uploaded to the General

Attachments area of the Qualification ITT

(SC Ref:775287)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom