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Tender

Framework Agreement for the Provision of an External Health & Safety Advisor

University of the Highlands and Islands

F02: Contract notice

Notice identifier: 2024/S 000-026401

Procurement identifier (OCID): ocids-h6vhtk-0491fb

Published 20 August 2024, 9:13am

The closing date and time has been changed to:

23 September 2024, 9:00am

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

University of the Highlands and Islands

UHI House, Old Perth Road

Inverness

IV2 3JH

Email

ayoung@apuc-scot.ac.uk

Telephone

+44 1463255000

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://www.uhi.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00101

I.3) Communication

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.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

Framework Agreement for the Provision of an External Health & Safety Advisor

Reference number

CS-UHI-32946

II.1.2) Main CPV code

- 71317210 - Health and safety consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

The named Academic Partners of the University of the Highlands and Islands wish to form a Framework Agreement for the Provision of an External Health and Safety Advisor.

The named Academic Partners of the University are:

- UHI Argyll
- UHI Executive Office
- UHI Inverness
- UHI Moray
- UHI North, West and Hebrides
- UHI Perth
- Highland Theological College
- Sabhal Mòr Ostaig
- Scottish Association for Marine Science

The Framework Agreement is split into two (2) Lots:

Lot 1 – General Health & Safety

Lot 2 – Fire Safety

Each named Academic Partner may join the Framework Agreement at any time during the Framework Agreement, for some this will be when their existing supply Agreements expire; this means that from the beginning of the Framework Agreement, participation may be phased in.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots
2

II.2) Description

II.2.1) Title

General Health & Safety

Lot No

1

II.2.2) Additional CPV code(s)

- 71317200 - Health and safety services
- 71317210 - Health and safety consultancy services
- 80561000 - Health training services
- 85100000 - Health services
- 90711100 - Risk or hazard assessment other than for construction
- 71313410 - Risk or hazard assessment for construction

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

II.2.4) Description of the procurement

The scope of Lot 1 shall cover 'General Health and Safety' Consultancy, which will encompass services such as, but not limited to:

- Guidance on Health and Safety legislation
- Risk Assessments
- Accident investigation
- Training

Further detail as to the scope of Lot 1 is covered in 'Appendix H - Specification'.

II.2.5) Award criteria

Quality criterion - Name: Specific Expertise / Weighting: 15%

Quality criterion - Name: Service Delivery / Weighting: 15%

Quality criterion - Name: Continuous Improvement / Weighting: 10%

Quality criterion - Name: Geographical Coverage / Weighting: 10%

Quality criterion - Name: Fair Work Practices / Weighting: 10%

Price - Weighting: 40%

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

The Authority reserves the right to extend the Framework Agreement for two (2) x twelve (12) month periods, subject to satisfactory performance and continued requirement of the Authority.

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

Fire Safety

Lot No

2

II.2.2) Additional CPV code(s)

- 71317100 - Fire and explosion protection and control consultancy services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

II.2.4) Description of the procurement

The scope of Lot 2 shall cover 'Fire Safety' Consultancy, which will encompass services such as, but not limited to:

- Guidance on Health and Safety legislation
- Risk Assessments
- Accident investigation
- Training

Further detail as to the scope of Lot 2 is covered in 'Appendix H - Specification'.

II.2.5) Award criteria

Quality criterion - Name: Specific Expertise / Weighting: 15%

Quality criterion - Name: Service Delivery / Weighting: 15%

Quality criterion - Name: Continuous Improvement / Weighting: 10%

Quality criterion - Name: Geographical Coverage / Weighting: 10%

Quality criterion - Name: Fair Work Practices / Weighting: 10%

Price - Weighting: 40%

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

The Authority reserves the right to extend the Framework Agreement for two (2) x twelve (12) month periods, subject to satisfactory performance and continued requirement of the Authority.

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

Qualifications

For Lot 1, it is desirable for staff to possess a NEBOSH Diploma (or equivalent). It would be beneficial for staff to possess chartered membership of IOSH (or equivalent).

Please note the above certifications aren't essential in order to bid for the Framework.

For Lot 2, it is desirable for staff to be registered on a national register of Fire Risk Assessors, such as the IFE Register (or equivalent).

Please note the above certification isn't essential in order to bid for the Framework.

In respect of both Lots, the Contractor shall have appropriately qualified Staff in sufficient quantity to carry out the functions required in line with any relevant legislation and professional code(s) of practice.

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

Insurance

In respect of both Lots, Bidders must confirm they can provide the following supporting evidence prior to award:

- Employer's (Compulsory) Liability Insurance = 5 000 000 GBP or as required by statute
- Public Liability Insurance = 5 000 000 GBP
- Professional Indemnity Insurance = 2 000 000 GBP

Information provided will be assessed on a Pass/Fail basis, where:

Pass = meets requirements as stated in Contract Notice

Fail = does not meet requirements as stated in Contract Notice

Accounts

In respect of both Lots, the following evidence will be requested with tender submissions in order to conduct analysis of organisation's financial standing.

- Contractors are required to submit 2 years audited accounts including profit and loss statements, or equivalent before the tender submission deadline.

Alternatively, if you are unable to provide the required accounting information – e.g., a new business without the required accounts, please provide a banker's letter demonstrating their willingness to support your organisation over the term of the Framework Agreement.

Information provided will be assessed on a Pass/Fail basis, where:

Pass = meets requirements as stated in Contract Notice

Fail = does not meet requirements as stated in Contract Notice

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As per specification of requirements, the SPD and all tender documentation.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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: 6

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

Originally published as:

Date

20 September 2024

Local time

9:00am

Changed to:

Date

23 September 2024

Local time

9:00am

See the [change notice](#).

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

IV.2.7) Conditions for opening of tenders

Date

20 September 2024

Local time

9:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: August 2026 OR August 2027 OR August 2028

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

Summary of Documentation to be submitted as part of Tender Submission (for Lot 1)

- Appendix A – Form of Tender
- Appendix B – Freedom of Information

- Appendix D – Supply Chain Code of Conduct
- Appendix E1 – Commercial Questionnaire
- Appendix F1 – Technical Questionnaire
- Appendix F3 – Technical Questionnaire
- Appendix I – UK GDPR Data Processor Assurance Assessment
- Appendix J – Conflict of Interest

Summary of Documentation to be submitted as part of Tender Submission (for Lot 2)

- Appendix A – Form of Tender
- Appendix B – Freedom of Information
- Appendix D – Supply Chain Code of Conduct
- Appendix E2 – Commercial Questionnaire
- Appendix F2 – Technical Questionnaire
- Appendix F3 – Technical Questionnaire
- Appendix I – UK GDPR Data Processor Assurance Assessment
- Appendix J – Conflict of Interest

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.

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=771196.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://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.

(SC Ref:771196)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=771196

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sheriff and Justice of the Peace Court

Inverness

IV1 1AH

Country

United Kingdom