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Tender

Provision of Occupational Health Services

Orkney Islands Council

F02: Contract notice

Notice identifier: 2024/S 000-026511

Procurement identifier (OCID): ocids-h6vhtk-04922e

Published 20 August 2024, 3:12pm

Section I: Contracting authority

I.1) Name and addresses

Orkney Islands Council

Council Offices

Kirkwall

KW15 1NY

Contact

Rosemary Colsell

Email

rosemary.colsell@orkney.gov.uk

Telephone

+44 1856873535

Fax

+44 01856876158

Country

United Kingdom

NUTS code

UKM65 - Orkney Islands

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00369

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

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.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Occupational Health Services

Reference number

OIC/PROC/1916

II.1.2) Main CPV code

- 85100000 - Health services

II.1.3) Type of contract

Services

II.1.4) Short description

Orkney Islands Council (the Authority) has a requirement for the provision of a formal Occupational Health Service with the clear priority duty of the contractor being to provide advice to the Authority and/or employees rather than the provision of treatment.

II.1.5) Estimated total value

Value excluding VAT: £425,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85147000 - Company health services

- 85140000 - Miscellaneous health services

II.2.3) Place of performance

NUTS codes

- UKM65 - Orkney Islands

Main site or place of performance

Orkney Islands

II.2.4) Description of the procurement

This Specification sets out Orkney Islands Council (the Authority) requirements for the provision of a formal Occupational Health Service with the clear priority duty of the contractor being to provide advice to the Authority and/or employees rather than the provision of treatment.

Orkney is located off the northern coast of the Scottish mainland and covers 100,000 hectares spread over approximately 70 islands, 19 of which are inhabited by a population of approximately 22,400.

The Authority was established as a Unitary Authority in 1974 and is the islands largest employer with 2,770 employees (1,709 Full Time Equivalents). The Authority currently provides a full range of statutory and non-statutory services to the community through 4 services: Education, Leisure and Housing (including UHI Orkney); Strategy, Performance and Business Solutions; Neighbourhood Services and Infrastructure; Enterprise and Sustainable Regeneration and Orkney Health and Care. Additionally, the Authority also operates Orkney Ferries as an arms-length Company, with a separate management board, which for the purposes of this tender should be considered as part of the Authority.

The current Council Occupational Health service is provided on a 'pay as you go' basis and is provided through a local independent Occupational Health Doctor and a combination of ad hoc service provision via TAC Healthcare based in Aberdeen.

II.2.5) Award criteria

Quality criterion - Name: Project Methodology / Weighting: 25

Quality criterion - Name: Contract Management and Quality Assurance / Weighting: 20

Quality criterion - Name: Contract Administration / Weighting: 15

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £425,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

This is a continuing requirement with a new procurement exercise due to commence in spring summer 2029

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.2.14) Additional information

The contract duration and contract value are based on an initial contract period of 36 months with an authority held option to extend by a further 2 x 12 month periods.

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

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

Occupational Health Physician - Member, or Associate, of the Faculty of Occupational Medicine of the Royal College of Physicians, or equivalent accredited in specialist in occupational medicine by the Joint Committee on Higher Medical training or equivalent and appropriate qualifications to carry out Health Surveillance/Vocational Screening.

Occupational Health Nurse -

Qualified occupational health nurse with a minimum of 3 years experience and appropriate qualifications to carry out Health Surveillance/Vocational Screening

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

The contractor shall comply in all respects with relevant legislation, including but not restricted to:

- a) Obligations under the provisions of the Health and Safety at Work, etc. Act 1974
- b) Statutory medical examinations that are required in certain circumstances because of

occupational exposure and other health surveillance procedures as may be required by legislation (e.g. COSHH, HAVS)

c) Maintaining all information in a confidential manner compliant with the Data Protection Act 1998 and the Access to Medical Records Report Act 1988;

d) Ensuring compliance with the Local Government Pension Scheme and Scottish Teachers Superannuation Scheme regulations;

e) Ensuring compliance with the Authority's policies and procedures;

f) Complying with all other areas of employment law and associated health, safety and welfare regulations.

g) Merchant Shipping Regulations 2007;

h) Compliance with the National Occupational Standards/Codes of Practice

III.2.2) Contract performance conditions

As detailed in the contract 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.1.8) 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: [2017/S 089-174856](#)

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

IV.2.7) Conditions for opening of tenders

Date

20 September 2024

Local time

2:00pm

Place

Via TEAMS

Information about authorised persons and opening procedure

3 Officers with Delegated Authority one of which must be at Service Manager (Procurement) or equivalent level.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: July 2029

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

Orkney Islands Council reserves the right to cancel the procurement at any stage and not award a Contract. The expenditure, work or effort

undertaken by bidders prior to the award of any Contract is accordingly a matter solely for the commercial judgement of bidders. Late

tenders will not be considered by the Council and all questions are to be submitted via the Questions and Answers section of this contract

advertisement on PCS. An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the

Public Contracts (Scotland) Regulations may bring proceedings in the Sheriff Court of Court of Session.

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=768250.

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:768250)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=768250

VI.4) Procedures for review

VI.4.1) Review body

Kirkwall Sheriff Court

Watergate

Kirkwall

KW15 1DP

Email

kirkwall@scotcourts.gov.uk

Telephone

+44 1856872110

Country

United Kingdom

Internet address

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

VI.4.2) Body responsible for mediation procedures

Kirkwall Sherriff Court

Watergate

Kirkwall

KW15 1DP

Email

kirkwall@scotcourts.gov.uk

Telephone

+44 1856872110

Country

United Kingdom

Internet address

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

VI.4.4) Service from which information about the review procedure may be obtained

Kirkwall Sherriff Court

Watergate

Kirkwall

KW15 1DP

Email

kirkwall@scotcourts.gov.uk

Telephone

+44 1856872110

Country

United Kingdom

Internet address

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