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Tender

Water and Waste Water Billing Services

Scottish Government

F02: Contract notice

Notice identifier: 2023/S 000-028385

Procurement identifier (OCID): ocds-h6vhtk-0403e3

Published 26 September 2023, 3:11pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

Contact

Stephen Ogilvie

Email

stephen.ogilvie@gov.scot

Telephone

+44 1412420133

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482

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

<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

Ministry or any other national or federal authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Water and Waste Water Billing Services

Reference number

SP-23-07

II.1.2) Main CPV code

- 48444100 - Billing system

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Scottish Ministers through the Scottish Procurement and Property Directorate (SPPD) are seeking to establish a single operator

framework for Water and Waste Water Billing Services for the Scottish Public Sector and Third Sector organisations. The duration of the

framework agreement will be for three years with the option to extend for a further twelve month period.

II.1.5) Estimated total value

Value excluding VAT: £280,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 65100000 - Water distribution and related services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Scotland

II.2.4) Description of the procurement

The framework agreement is for Water and Waste Water Billing Services

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £280,000,000

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

Start date

1 April 2024

End date

31 March 2027

This contract is subject to renewal

Yes

Description of renewals

A one year contract extension option

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 SPD Statement 4C.6: Bidders will be required to hold a water and sewerage services licence granted under the Water Services etc. (Scotland) Act 2005.

Responses to Question 4.C.6 will be evaluated as a "Pass" or "Fail". Tenderers who do not hold an licence will not achieve a "Pass" for this question and will not be considered further.

III.1.2) Economic and financial standing

List and brief description of selection criteria

SPD 2D.1 & 2D.1.1 Please list the details of any proposed subcontractors you intend to use.

SPD 2D.1.2 Please provide a separate SPD response for each subcontractor.

For SPD Statement 4B.1.1: Tenderers will be required to have a minimum "general" yearly turnover of 70,000,000 GBP. The figure is considered to be below 1 x the annual contract value of the framework.

The reason for this requirement is that the contractor will be required to pay the water wholesaler for wholesale water in advance of consumption.

SPD Statements 4B.5.1a & 4B.5.1b and 4B.5.2: It is a requirement that tenderers hold or can commit to obtain prior to the commencement of any

subsequently awarded contract the types of insurance indicated below:

SPD Statement 4B.5.1a: Professional Risk Indemnity Insurance in the sum of not less than 5,000,000 GBP for any 1 incident and unlimited in total

SPD Statement 4B.5.1b: Employers Liability Insurance 5,000,000 GBP (in accordance with any legal obligation for the time being in force)

SPD Statement 4B.5.2: Public Liability Insurance in the sum of not less than 10,000,000 GBP for any 1 incident and unlimited in total

Bidders who do not currently have or cannot commit to obtaining the levels of Insurance requested may be excluded from the procurement process. In event of award of a Framework, Scottish Government will seek proof that these Insurance provisions have been fully complied with.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Minimum level(s) of standards required:

SPD statement 4.C.4 - Bidders should confirm they have (or have access to) relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that the systems in place allow to pay subcontractors through the supply chain promptly and effectively. Bidders must also provide:

- a. evidence of your standard payment terms
- b. evidence at least 95% payment on time of valid invoices,

OR

- c. can provide an improvement plan to drive timely progress towards 95% payment on time of valid invoices.

Responses to Q4.C.4 will be evaluated as a “Pass” or “Fail”. Tenderers who do not achieve a “Pass” for this question will not be considered further.

SPD Statement 4C.7: Bidders will be required to demonstrate knowledge of the climate emergency and the impact of their organisation, including their organisation’s own scope 1 and 2 emissions. Accepted evidence to include but is not limited to: A completed copy of the Bidder ‘priority contract’ Climate Change Plan Template, including the bidder’s

calculated scope 1 and 2 carbon emissions and their planned projects and actions to reduce their carbon emissions.

SPD Statement 4D.1: Bidders will be required, by the framework commencement date, to demonstrate that they have controls in place to mitigate against cyber-attacks and ensure continuity of service; this may be demonstrated by accreditation to applicable standards such as ISO 27001, ISO 22301, ISO/IEC 20000, Cyber Essentials or their equivalents. Bidders will also be required, by the framework commencement date, to have an effective Quality Management System in place; this may be demonstrated by accreditation to an applicable standard such as ISO 9001, or equivalent, or by submitting a copy of their own Quality Management System.

SPD Statement 4D.2: 1 The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with

BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate,

OR

2. The bidder must have the following:

a. A regularly reviewed documented policy regarding environmental management, authorised by the Chief Executive, or equivalent.

b. Documented arrangements for ensuring that environmental management procedures are effective in reducing/preventing significant

impacts on the environment.

c. Arrangements for providing employees with training/information on environmental issues to ensure that workforce has sufficient

skills/understanding to carry out their various duties.

d. Documented arrangements for checking/reviewing and improving, the bidder's environmental management performance and the

environmental impact.

e. Documented arrangements checking, reviewing/improving the organisations environmental management performance and the

environmental impact on an on-going basis

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 a single operator

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 000-195722](#)

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

Date

27 October 2023

Local time

11:00am

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: 29 April 2024

IV.2.7) Conditions for opening of tenders

Date

27 October 2023

Local time

11:00am

Place

PCS-T

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: March 2027

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Information about Scottish Public Bodies is available at:

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about>

Information about the Review of Public Procurement in Scotland and links to the other Centres of Expertise are available at:

<http://www.scotland.gov.uk/Topics/Government/Procurement>

For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Social considerations will be taken into account in this procurement. See procurement documents.

The successful Contractor is expected to work with the Authority to achieve, through the Contractor's performance of the Framework

Agreement and its call-off contracts, sustainable procurement goals deriving from the Procurement Reform (Scotland) Act 2014 (the Act),

the Scottish Government's Procurement Strategy and, as relevant, the Procurement Strategies of other Public Bodies using the Framework.

In terms of the Act, Community Benefits include benefits in the form of: training and recruitment opportunities; the availability of

sub-contracting opportunities and other benefits that improve the economic, social or environmental wellbeing within a public body's area

whilst a contract is being performed.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24801. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

Statement on Community Benefits in 'Statement of Requirement'.

(SC Ref:726336)

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1HB

Country

United Kingdom