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Tender

Fire Safety Advice and Expertise

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2023/S 000-028470

Procurement identifier (OCID): ocids-h6vhtk-03597d

Published 27 September 2023, 10:45am

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Email

kelly.faulds@edinburgh.gov.uk

Telephone

+44 1315296432

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.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.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

<https://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

Fire Safety Advice and Expertise

Reference number

CT1268

II.1.2) Main CPV code

- 71317100 - Fire and explosion protection and control consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of Edinburgh Council is seeking to establish a Framework of up to 3 suitably qualified and experienced organisations to deliver fire safety advice and expertise for a period of 3 years with the option to extend for a further year. Fire Safety expertise.

The Council requires advice to provide immediate industry level expertise to all aspects of fire safety in times of urgent need and planned inspections in either a housing repair or capital programme environment.

The full specification is contained within the tender package and includes, but is not limited to, the following services:

- Assurance/performance audit
- Legislative advice and guidance including support for emergency planning or further development of Business Continuity Plans or processes
- Providing specific industry legislative guidance, advice, and training not available in-house.
- Onsite inspections of contractors' work will also be required.
- Support in the writing of specifications, procedural/practice statements to meet legislative or industry standards.

- In the event of major disruptions or emergency situations, support for the Council in its activities as required to cope with the emergency

This framework will predominantly be utilised to support the Council's residential stock, however, may be used for commercial properties also.

II.1.5) Estimated total value

Value excluding VAT: £200,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 75251110 - Fire-prevention services
- 71317100 - Fire and explosion protection and control consultancy services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

The City of Edinburgh

II.2.4) Description of the procurement

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- Providing specific industry legislative guidance, advice, and training not available in-house.
- Onsite inspections of contractors' work will also be required.
- Support in the writing of specifications, procedural/practice statements to meet legislative or industry standards.
- In the event of major disruptions or emergency situations, support for the Council in its activities as required to cope with the emergency

This framework will predominantly utilised to support the Council's residential stock, however, may be used for commercial properties also.

The estimated value of the framework is GBP200,000 over the 4 year duration. Full details can be found by noting your interest and downloading the tender documentation.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £200,000

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

Duration in months

48

This contract is subject to renewal

No

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.1.2) Economic and financial standing

List and brief description of selection criteria

Part III: Section A, B, C & D - 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 [for above threshold)/8 and 9 of the Procurement (Scotland)

Regulations 2016 (below threshold)

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.1 - Tenderers are required to have a minimum “general” annual turnover of 80,000 GBP for the last two financial years. Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.4 - Tenderers will be required provide the following information in response to 4B.4

Current ratio for Current Year: 1.10

Current ratio for Prior Year: 1:10

The formula for calculating a Tenderer’s current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than 1.1. Where a Tenderer’s current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Minimum level(s) of standards possibly required

Minimum “general” annual turnover of 80,000 GBP for the last two financial years.

Current ratio for Current Year: 1.10

Current ratio for Prior Year: 1:10

Employer’s Liability Insurance (minimum of 5 Million GBP)

Public Liability Insurance (minimum of 10 Million GBP)

Professional Indemnity (minimum of 1 Million GBP)

Where a Tenderer does not hold or commit to obtaining the types and levels of insurance indicated, the Council will exclude the Tenderer from the competition.

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

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: 3

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: [2022/S 000-021622](#)

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

Date

20 October 2023

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 October 2023

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

CONTRACT SPECIFIC MANDATORY CRITERIA

Part IV: Selection criteria - C: Technical and Professional Ability – Prompt Payment –
Question 4C.4 - It is a mandatory requirement of

this Framework that a prompt payment clause is present in all Contracts used in the delivery of the requirements. This ensures payment of sub-contractors at all stages of the supply chain within 30 days and includes an obligation to provide a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance as well as the provision of evidence and reports to the Council on request or as contractually scheduled. Bidders should confirm that this condition will be met within the response to this question.

Part IV: Selection criteria - C: Technical and Professional Ability – Living Wage Payment –
Question 4C.4

Tenderers are asked to confirm that they will pay staff that are involved in the delivery of the [framework agreement / contract, and/or any subsequent call off contract] (including any agency or sub-contractor staff) directly involved in the delivery of the [framework agreement / contract, and/or any subsequent call off contract]), at least the real Living Wage.

Part IV: Selection criteria - C: Environmental Management Measures – Question 4C.7 -
Bidders will be required to provide evidence that

their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence

includes but is not limited to the provision of a carbon reduction plan Where a Tenderer's response is of a less than the acceptable standard, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer's suitability to proceed in the competition.

Part IV: Selection criteria - D: Quality Assurance Schemes & Environmental Management – Question 4D.1 - It is a mandatory requirement that Tendering Organisations with more than 5 employees have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly. Bidders should confirm that this condition has been met within the response to this question. Where a Bidder does not have a Health & Safety Policy and is required to do so, the Council may exclude the Bidder from the competition

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=743581.

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.

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:

The required community benefits are contained within the invitation to tender document.

(SC Ref:743581)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=743581

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session. . A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the Find a Tender Service /OJEU or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.