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Tender

## **Provision of Relocation Services**

Scottish Prison Service

F02: Contract notice

Notice identifier: 2024/S 000-028873

Procurement identifier (OCID): ocds-h6vhtk-0497e3

Published 10 September 2024, 8:48am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Scottish Prison Service

One Lochside, 1 Lochside Avenue

Edinburgh

EH12 9DJ

#### **Contact**

Christina McKelvie

#### **Email**

[Christina.McKelvie@prisons.gov.scot](mailto:Christina.McKelvie@prisons.gov.scot)

#### **Telephone**

+44 1313303790

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00384](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00384)

**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>

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**

National or federal Agency/Office

**I.5) Main activity**

Public order and safety

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Provision of Relocation Services

Reference number

SPS-02134

#### **II.1.2) Main CPV code**

- 79613000 - Employee relocation services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The SPS requires relocation services to provide assistance with the sale and purchase of accommodation and assisting staff to move to new permanent living accommodation. This incorporates SPS offering a guaranteed sale price (GSP) for the existing living accommodation and the successful supplier is required to be able to provide this service.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79613000 - Employee relocation services

#### **II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

Main site or place of performance

All over Scotland

#### **II.2.4) Description of the procurement**

The SPS has commenced this procurement process in good faith and with the intention of awarding a contract. Following publication of the Contract Notice, an Invitation to Tender (ITT) including the Single Procurement Document (SPD) will be published by SPS and will be made available to bidders. Tender responses will then be evaluated by the SPS in accordance with the ITT.

#### **II.2.5) Award criteria**

Quality criterion - Name: Technical / Weighting: 40

Price - Weighting: 60

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

A further extension is available for 24 months

#### **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

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## **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

Bidders will be required to have a minimum yearly turnover of GBP1m for the last two years in the business areas covered by the proposed contract. There must be no qualifications or contract-indications from any evidence provided in support of the bidders economic & financial standing.

Minimum level(s) of standards possibly required

Bidders must have the following minimum insurance levels:

Public Liability Amount” is 1,000,000 GBP

Employer’s liability insurance in accordance with any legal requirements for the time being in force;

#### **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

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## **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: [2024/S 000-028208](#)

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

Date

16 October 2024

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

16 October 2024

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: January 2029

### **VI.3) Additional information**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27500.  
For more information see:

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

(SC Ref:777427)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom