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Tender

Provision of Relocation Services

Scottish Prison Service

F02: Contract notice

Notice identifier: 2024/S 000-029067

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

Published 11 September 2024, 11:42am

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

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

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

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

Up to a further 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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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.2.3) 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: [2024/S 000-028873](#)

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

Date

18 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

18 October 2024

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27573.
For more information see:

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

(SC Ref:777720)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom