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Tender

Financial Services Brief

Reidvale Housing Association

F02: Contract notice

Notice identifier: 2021/S 000-029210

Procurement identifier (OCID): ocids-h6vhtk-02f989

Published 24 November 2021, 8:54am

Section I: Contracting authority

I.1) Name and addresses

Reidvale Housing Association

13 Whitevale Street

Glasgow

G31 1QW

Contact

Interim Director

Email

jillcronin@reidvale.org.uk

Telephone

+44 1415542406

Fax

+44 1415542406

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

www.reidvale.org.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13042

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

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

Other type

Housing Association

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Financial Services Brief

II.1.2) Main CPV code

- 66000000 - Financial and insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

Reidvale Housing Association wish to appoint a sole supplier for the provision of finance manager services. The Supplier will also provide ongoing system support services.

II.1.5) Estimated total value

Value excluding VAT: £50,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66170000 - Financial consultancy, financial transaction processing and clearing-house services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Reidvale Housing Association 13 Whitevale Street Glasgow G31 1QW

II.2.4) Description of the procurement

Reidvale Housing Association wish to appoint a sole supplier for the provision of finance manager services. The Supplier will also provide ongoing system support services.

This tender is being conducted as a single stage 'Open Procedure' meaning tenderers must submit their completed SPD along with tender returns.

Suppliers interested in working with the public sector can get information on preparing tenders and understanding the process from the Public Contracts Scotland website www.supplierjourney.scot. In addition, general support, advice and guidance on completing public sector tenders specifically for Scottish SMEs is available from the Supplier Development Programme www.sdpScotland.co.uk.

The Contract is anticipated to run for an initial period of one year, commencing 31 January 2022 with provision for two further possible extension each for a further 12 months if mutually agreed and depending on performance. A formal review of the service will be carried out 3-6 months after the contract commences. Following this review, the Association will confirm whether it intends for the contract to be extended beyond the 1-year initial contract.

As a guide to potential Tenderers, the annual expenditure on services covered by this tender over the next year is anticipated to be circa 50,000 GBP (exclusive of vat). These figures are intended as a guide only and Reidvale Housing Association does not guarantee any level of work to be instructed or the resulting contract values.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

Contract is anticipated to run for an initial period of one year with the possibility of 2 further extensions each for a further year following a formal reviews

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

Selection criteria as stated in the procurement documents

III.1.2) Economic and financial standing

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As stated in the procurement documents

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: No

IV.2) Administrative information

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

Date

7 January 2022

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

Tender must be valid until: 31 March 2022

IV.2.7) Conditions for opening of tenders

Date

7 January 2022

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

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=674776.

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.

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:

We are committed to community empowerment and regeneration and work with existing contractors to provide Community Benefits to our residents. Please confirm any Community Benefits you would offer if awarded the contract in your Quality Management Questionnaire response.

(SC Ref:674776)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=674776

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sherriff Court

PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom