

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/030718-2022>

Tender

Provision of Sheriff Officer Services

Aberdeenshire Council

F02: Contract notice

Notice identifier: 2022/S 000-030718

Procurement identifier (OCID): ocds-h6vhtk-037dc9

Published 31 October 2022, 4:08pm

Section I: Contracting authority

I.1) Name and addresses

Aberdeenshire Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

Email

david.smillie@aberdeenshire.gov.uk

Telephone

+44 1467539600

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00232

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Sheriff Officer Services

Reference number

000-AXWG5764

II.1.2) Main CPV code

- 79100000 - Legal services

II.1.3) Type of contract

Services

II.1.4) Short description

The purpose of this Invitation to Tender (“ITT”) is to invite tenders for the provision of Sheriff Officer Services, to cover the period from 1 February 2023 to 31 January 2027 with the option to extend for up to twelve months (12) months in accordance with the requirements detailed in this document.

Tenderers are invited to submit a tender in accordance with the instructions detailed in this document (the “Response”).

II.1.5) Estimated total value

Value excluding VAT: £720,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79100000 - Legal services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Woodhill House Aberdeen

II.2.4) Description of the procurement

The purpose of this Invitation to Tender (“ITT”) is to invite tenders for the provision of Sheriff Officer Services, to cover the period from 1 February 2023 to 31 January 2027 with the option to extend for up to twelve months (12) months in accordance with the requirements detailed in this document.

Tenderers are invited to submit a tender in accordance with the instructions detailed in this document (the “Response”).

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

Start date

1 February 2023

End date

31 January 2027

This contract is subject to renewal

Yes

Description of renewals

Optional Further 12 month Extension.

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

Any Sheriff Officers & Messengers-at-Arms who are utilised by the Tenderer to implement diligence and collect debt on behalf of the Council must hold a commission to operate in the Sheriffdom of Grampian, Highland and Islands.

Notification of any personnel changes must be notified to the Council within 2 weeks of the change taking effect.

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.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Policies & Procedures to Be Adhered To

Legislation

The Council Tax (Administration and Enforcement) (Scotland) Regulations 1992

Debtors (Scotland) Act 1987

Debt Arrangement and Attachment (Scotland) Act 2002

Freedom of Information (Scotland) Act 2002

Data Protection Act 2018 (GDPR)

Disability Discrimination Act 2005

Environmental Information (Scotland) Regulations 2004

Health and Safety at Work etc. Act 1974

Equality Act 2010

Employment Equality (Age) Regulations 2006

Human Rights Act 1998

Housing (Scotland) Act 2001

Sheriff Courts (Scotland) Act 1907

or other relevant or equivalent legislation, or any statutory modification or re-enactment thereof

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

28 November 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

Duration in months: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

28 November 2022

Local time

12:30pm

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=711835.

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.

(SC Ref:711835)

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Civil Justice Centre & Commercial Courts

Queen street

Aberdeen

AB10 1AQ

Email

aberdeencivilteam@scotcourts.gov.uk

Telephone

+44 1224657200

Country

United Kingdom