

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/031083-2023>

Tender

Provision of Sheriff Officer Services

Aberdeen City Council

F02: Contract notice

Notice identifier: 2023/S 000-031083

Procurement identifier (OCID): ocds-h6vhtk-040ddb

Published 20 October 2023, 3:43pm

Section I: Contracting authority

I.1) Name and addresses

Aberdeen City Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

Email

dsmillie@aberdeencity.gov.uk

Telephone

+44 1467539600

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00231

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

II.1.2) Main CPV code

- 66000000 - Financial and insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

The provision of Sherriff Officer and debt collection services.

II.1.5) Estimated total value

Value excluding VAT: £400,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66000000 - Financial and insurance services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The Council is seeking to secure one supplier for a 'Debt Collection Sheriff Officer Services' contract for all income streams in accordance with the requirements detailed in this document. Tenderers are required to implement recovery procedures and carry out diligence in accordance with the Debtors (Scotland) Act 1987 as amended and other

relevant legislation, all in line with the Council's policies and procedures.

The Council's objective is to ensure that principal debts and any surcharges are cleared as quickly and effectively as possible, whilst also minimising the overall burden of debt to the customer.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 90

Price - Weighting: 10

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

Duration in months

48

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

Organisations Should Be Suitably Qualified To Provide Sherriff Officer & Debt Collections Services In Scotland.

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

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

Date

22 November 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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

22 November 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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=748154.

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:

Please submit information as to how your organisation will assist the Council in furthering these sustainability and community benefits objectives in relation to this Contract. You should include information on how this might be measured throughout the term of the Contract. This will include such things as: timescales, evidence capture, reporting and quality assurance systems (where applicable), processes and resources relating to delivery of these benefits.

You should include an outline of all community benefits that your organisation will commit to deliver during the lifetime of this Contract/Framework Agreement, should you be successful. Tenderers should be aware that only those community benefits that relate to the subject matter of the Contract/Framework can be taken into account in this evaluation. Although the judgment of relevance is a matter for the Council, an innovative approach towards how those benefits relate to the Contract/Framework Agreement is encouraged.

Please note that offered benefits will be discussed / agreed at mobilisation and must be recorded/reported through an established process. Delivery of community benefits will be monitored as a Key Performance Indicator (KPI) during ongoing contract management.

As well as the points listed above, the Council understands that suppliers may have other innovative community benefits that do not fall under any of the suggested headings provided. Tenderers are asked to provide details of any additional community benefits that can be discussed / agreed at mobilisation.

More information can be found in Appendix 5 of the ITT documents.

(SC Ref:748154)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=748154

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Civil Justice Centre & Commercial Courts

Aberdeen

Country

United Kingdom