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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](mailto: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](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](http://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](http://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

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## **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

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## 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](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](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](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