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Tender

Invitation to Tender for the Cruise Ship Welcome and Information Service

Orkney Islands Council (Harbour Authority)

F05: Contract notice – utilities

Notice identifier: 2022/S 000-033428

Procurement identifier (OCID): ocids-h6vhtk-03883b

Published 25 November 2022, 8:43am

Section I: Contracting entity

I.1) Name and addresses

Orkney Islands Council (Harbour Authority)

Council Offices, School Place

Kirkwall

KW15 1NY

Contact

Rosemary Colsell

Email

Rosemary.colsell@orkney.gov.uk

Telephone

+44 1856873535

Country

United Kingdom

NUTS code

UKM65 - Orkney Islands

Internet address(es)

Main address

<http://www.orkneyharbours.com>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11522

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.6) Main activity

Port-related activities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Invitation to Tender for the Cruise Ship Welcome and Information Service

Reference number

OIC/PROC/1614

II.1.2) Main CPV code

- 63513000 - Tourist information services

II.1.3) Type of contract

Services

II.1.4) Short description

Orkney Islands Council invites tenders from suitably qualified and experienced Contractors for the provision of the Cruise Ship Welcome and Information Services to arriving cruise ship passengers and crew.

II.1.5) Estimated total value

Value excluding VAT: £1,125,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 63513000 - Tourist information services

II.2.3) Place of performance

NUTS codes

- UKM65 - Orkney Islands

Main site or place of performance

Orkney Islands - Mainland

II.2.4) Description of the procurement

Orkney Islands Council invites tenders from suitably qualified and experienced Contractors for the provision of the Cruise Ship Welcome and Information Services to arriving cruise ship passengers and crew. The service is for an initial term of 36 months with options to extend for a further 2 x 12 months.

II.2.5) Award criteria

Quality criterion - Name: Service Delivery / Weighting: 50

Quality criterion - Name: Specific Expertise / Weighting: 30

Price - Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £1,125,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The initial term of the contract is 36 months with 2 x 12 extensions

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

The relevant selection criteria will be included in the SPD Scotland module.

III.1.2) Economic and financial standing

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland module.

III.1.3) Technical and professional ability

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland module.

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

Date

5 January 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: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

5 January 2023

Local time

3:00pm

Place

PCS Postbox opening via Teams

Information about authorised persons and opening procedure

Three Officers with delegated authority

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: November 2028

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Orkney Islands Council reserves the right to cancel the procurement at any stage and not award a Contract. The expenditure, work or effort undertaken by bidders prior to the award of any Contract is accordingly a matter solely for the commercial judgement of bidders.

Late tenders will not be considered by the Council and all questions are to be submitted via the Questions and Answers section of this contract advertisement on PCS.

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session.

Tenderers should complete the SPD (Scotland) contained within the SPD Module attached to this notice.

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=714703.

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:714703)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=714703

VI.4) Procedures for review

VI.4.1) Review body

Sheriffs Court

Watergate

Kirkwall

KW15 1PD

Telephone

+44 1856872110

Country

United Kingdom

Internet address

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

VI.4.2) Body responsible for mediation procedures

Sheriffs Court

Watergate

Kirkwall

KW15 1PD

Telephone

+44 1856872110

Country

United Kingdom

Internet address

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

VI.4.4) Service from which information about the review procedure may be obtained

Sheriffs Court

Watergate

Kirkwall

KW15 1PD

Telephone

+44 1856872110

Country

United Kingdom

Internet address

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