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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](mailto: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](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](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.6) Main activity**

Port-related activities

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**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

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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

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

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## **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

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## **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](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](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](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>