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Tender

NSS01523 Cycle to Work

NHS National Services Scotland
Public Health Scotland

F02: Contract notice

Notice identifier: 2023/S 000-034090

Procurement identifier (OCID): ocds-h6vhtk-041ad2

Published 17 November 2023, 12:34pm

Section I: Contracting authority

I.1) Name and addresses

NHS National Services Scotland

1 South Gyle Crescent

Edinburgh

EH12 9EB

Contact

Matthew Campbell

Email

nss.procurementteam@nhs.scot

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.nss.nhs.scot/browse/procurement-and-logistics>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11883

I.1) Name and addresses

Public Health Scotland

Gyle Square, 1 South Gyle Crescent

Edinburgh

EH12 9EB

Email

nss.procurementteam@nhs.scot

Telephone

+44 1312757454

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30441

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30441

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

NSS01523 Cycle to Work

Reference number

NSS01523

II.1.2) Main CPV code

- 79420000 - Management-related services

II.1.3) Type of contract

Services

II.1.4) Short description

NSS and PHS would like to tender for a single supplier contract for the provision of an Employee Cycle to Work Scheme.

The contract will continue for a period of 4 years with the option to extend for a further 2 years annually, undertaken at the sole discretion of NSS and PHS.

The Cycle to Work Scheme will be open to circa 4,720 employees of both NSS and PHS based across Scotland.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

NSS and PHS would like to tender for a single supplier contract for the provision of an Employee Cycle to Work Scheme.

The contract will continue for a period of 4 years with the option to extend for a further 2

years annually, undertaken at the sole discretion of NSS and PHS.

The Cycle to Work Scheme will be open to circa 4,720 employees of both NSS and PHS based across Scotland.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

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

24 months extension available in 2x 12 month increments.

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

Please note the minimum requirements published within the Contract Notice whereby the supplier must have an online shop or be willing to establish one for scheme users (to be accessed via a link from NHS National Services Scotland (NSS) and Public Health Scotland (PHS) website to supplier website); as well as a local presence themselves or via a partner where customers can collect bikes and have any features demonstrated.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

List and brief description of selection criteria

the relevant selection criteria will be included in the SPD

Minimum level(s) of standards possibly required

the relevant selection criteria will be included in the SPD

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

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

18 December 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

18 December 2023

Local time

12:00pm

Place

Electronically

Information about authorised persons and opening procedure

Evaluators will complete independent, online evaluation of technical responses.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: November 2029.

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24496.

<https://www.nss.nhs.scot/publications/terms-and-conditions-for-non-framework-agreements-services/>

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25613. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

Community Benefits will be a scored question in the technical envelope and can be viewed in PCS-T.

(SC Ref:750314)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Email

edinburgh@scotcourts.gov.uk

Telephone

+44 1312252525

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The bringing of court proceedings against the Authority after the Contract has been entered into will not affect the Contract unless grounds for the imposition of special penalties under the Public Contracts (Scotland) Regulations 2015 can be established. Otherwise the remedies that may be awarded by the courts where the Contract has been entered into are limited to the award of damages.

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

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Email

edinburgh@scotcourts.gov.uk

Telephone

+44 1312252525

Country

United Kingdom