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Tender

## **Provision of an Occupational Health Service 2023**

The Highland Council  
High Life Highland

F02: Contract notice

Notice identifier: 2022/S 000-034427

Procurement identifier (OCID): ocds-h6vhtk-038add

Published 6 December 2022, 9:11am

The closing date and time has been changed to:

**18 January 2023, 12:00pm**

See the [change notice](#).

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

The Highland Council

Council Headquarters, Glenurquhart Road

Inverness

IV3 5BX

#### **Email**

[cpssprocurement@aberdeencity.gov.uk](mailto:cpssprocurement@aberdeencity.gov.uk)

#### **Telephone**

+44 1349886606

**Country**

United Kingdom

**NUTS code**

UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00045](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045)

**I.1) Name and addresses**

High Life Highland

12-13 Ardross Street

Inverness

IV3 5NS

**Email**

[hlh.business.support@highlifehighland.com](mailto:hlh.business.support@highlifehighland.com)

**Telephone**

+44 1463663800

**Fax**

+44 1463663809

**Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.highlifehighland.com>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA23042](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA23042)

**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

[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**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Provision of an Occupational Health Service 2023

Reference number

HC/RSF/OH/2023

#### **II.1.2) Main CPV code**

- 85100000 - Health services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Provision of an Occupational Health Service for the Highland Council and Highlife Highland (Participating Organisations).

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,100,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 71317200 - Health and safety services
- 85142100 - Physiotherapy services

#### **II.2.3) Place of performance**

NUTS codes

- UKM6 - Highlands and Islands

#### **II.2.4) Description of the procurement**

Provision of Occupational Health Services to the Highland Council and Highlife Highland ensuring they have access to clear, impartial, professional occupational health advice for both the employer and employees.

As employers the Participating Organisations' aims are to maintain a healthy and safe working environment.

A varied model of service delivery will be required to deliver a wide range of Occupational Health & Wellbeing Services and the services may be delivered through provision of one to one personal consultations and health assessments, on-site clinics, health surveillance, face to face on-site doctors consultations where required; telephone or video consultations with OHA's, face to face off-site nurses and doctor's consultations.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £1,100,000

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

Start date

1 April 2023

End date

31 March 2025

This contract is subject to renewal

Yes

Description of renewals

The option to extend the contract by up to a further 36 months is included.

#### **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 supplier itself does not need to be enrolled on a professional or trade register, there are requirements in relation to staff which are outlined in Section 2: Draft Contract, clause 5.2.4.

#### **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

### **III.2) Conditions related to the contract**

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

There are requirements in relation to staff which are outlined in Section 2: Draft Contract, clause 5.2.4.

#### **III.2.2) Contract performance conditions**

As per draft 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**

Originally published as:

Date

11 January 2023

Local time

12:00pm

Changed to:

Date

18 January 2023

Local time

12:00pm

See the [change notice](#).

#### **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

11 January 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=715656](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=715656).

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:

Community Benefit and Environmental Outcomes, bidders are asked to provide proposals to incorporate the following into the delivery of this Contract: -

- Generating employment and training opportunities for long-term unemployed people;
- Providing training opportunities;
- Equal opportunities recruitment procedures;

- Equal opportunities in service delivery;
- How bidders will minimise pollution emissions through employees/your Staff travelling to/from appointments.

(SC Ref:715656)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Inverness Sheriff Court

Inverness

IV1 1AH

Email

[inverness@scotcourts.gov.uk](mailto:inverness@scotcourts.gov.uk)

Telephone

+44 1463230782

Country

United Kingdom