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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): ocids-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

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

I.1) Name and addresses

High Life Highland

12-13 Ardross Street

Inverness

IV3 5NS

Email

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

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

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.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

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

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

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

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.

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.

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

Telephone

+44 1463230782

Country

United Kingdom