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Tender

Supply of Taxi/Private Hire Car Licence Plates & Ancillaries

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2022/S 000-034489

Procurement identifier (OCID): ocids-h6vhtk-038b07

Published 6 December 2022, 2:01pm

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Contact

Claudine Persaud

Email

claudine.persaud@edinburgh.gov.uk

Telephone

+44 1314693727

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

I.3) Communication

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

<https://www.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://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

Supply of Taxi/Private Hire Car Licence Plates & Ancillaries

Reference number

CT1192

II.1.2) Main CPV code

- 34928471 - Sign materials

II.1.3) Type of contract

Supplies

II.1.4) Short description

The City of Edinburgh Council's Taxi Examination Centre (TEC) requires to a contract for the supply of blank Taxi/Private Hire Car (PHC) Plates & Ancillaries (i.e. brackets, vehicle stickers & security foils, plate press & jig, plate design software etc.), the specifications for which are stipulated/approved by the Council's Regulatory Committee. The Council is also seeking to employ a plate disposal methodology (for its own and West Lothian Council's plates) which is secure, sustainable and offers value for money.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 34928470 - Signage
- 44423400 - Signs and related items
- 34928471 - Sign materials

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh and the Lothians.

II.2.4) Description of the procurement

See attached tender documentation.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

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

The contract will be let for a period of 2 years + two optional 12 month extensions, undertaken at the sole discretion of the Council.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

During the contract period TEC may require to change the technical specification of an item, retire items, add additional items, for example, as a result of a process change or an update to Licencing Regulations or Council Policy.

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.1.2) Economic and financial standing

List and brief description of selection criteria

SPD Question 4B.1 - Tenderers are required to provide their “general” annual turnover for the last two financial years.

SPD Question 4B.4 - Tenderers are required provide their "Current Ratio" for the current Year and the prior Year. The formula for calculating a Tenderer’s current ratio is current assets divided by current liabilities.

SPD Question 4B.5 - Tenderers are required demonstrate that they hold, or commit to obtaining prior to the commencement:

- a. Employers (Compulsory) Liability Insurance
- b. Public Liability Insurance
- c. Products Liability Insurance

Minimum level(s) of standards possibly required

SPD Question 4B.1 - Tenderers are required to have a minimum “general” annual turnover of GBP 160,000 for the last two financial years. Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

SPD Question 4B.4 - The acceptable range for each years "Current Ratio" is greater than 1.10. Where a Tenderer’s current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

SPD Question 4B.5 - The required levels of insurance are:

- a. Employers (Compulsory) Liability Insurance - GBP 5m
- b. Public Liability Insurance - GBP 10m
- c. Products Liability Insurance - GBP 5m

Where a Tenderer does not hold or commit to obtaining the types and levels of insurance indicated, the Council may exclude the Tenderer from the competition.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD Question 4C1.2 - It is a mandatory requirement that Tenderers have the professional and technical ability required to deliver a contract of this nature.

SPD 4D.1 - It is a mandatory requirement that Tendering Organisations with more than 5 employees have a Health & Safety Policy in place which is approved at a senior level within the Organisation and is reviewed regularly.

Minimum level(s) of standards possibly required

SPD Question 4C1.2 - In response to this question tenderers are required to demonstrate their Organisation's successful delivery of one or more similar contracts within the last three years. Where a Tenderer does not demonstrate suitable professional and technical ability to the Council's satisfaction, the Council will exclude the Tenderer from the competition.

SPD 4D.1 - In response to this question Tenderers are required to confirm that this condition has been met. Where a Tenderer does not have a Health & Safety Policy and is required to do so, the Council may exclude the Tenderer from the competition.

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

20 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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

20 January 2023

Local time

12:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: October 2025

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

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=710961.

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:710961)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=710961

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the Find a Tender Service /OJEU or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.