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Tender

## **ITT for School to College Bus Transport**

Dundee City Council

F02: Contract notice

Notice identifier: 2025/S 000-035580

Procurement identifier (OCID): ocds-h6vhtk-05549c

Published 27 June 2025, 8:51 am

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

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

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1QE

#### **Contact**

Claire Petrie

#### **Email**

[claire.petrie@dundeecity.gov.uk](mailto:claire.petrie@dundeecity.gov.uk)

#### **Telephone**

+44 1382433401

#### **Country**

United Kingdom

**NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

[www.dundeeecity.gov.uk](http://www.dundeeecity.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00220](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00220)

**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

## **Section II: Object**

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

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

ITT for School to College Bus Transport

Reference number

DCC/CF/19/25

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

- 60000000 - Transport services (excl. Waste transport)

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

Services

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

The transportation via bus of Senior Pupils within Dundee City Schools to College Campus either Gardyne Campus or Kingsway Campus, Dundee

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

This contract is divided into lots: No

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

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

- 60000000 - Transport services (excl. Waste transport)

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee City

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

Transportation via Bus of Senior Pupils within Dundee Schools to College Campus, either Gardyne or Kingsway Campus'

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

Quality criterion - Name: Compliance with Specification of Requirements / Weighting: pass/fail

Quality criterion - Name: Duty of Care, Health and Safety & Risk Management / Weighting: pass/fail

Quality criterion - Name: PVG Scheme Disclosure / Weighting: pass/fail

Quality criterion - Name: Environment / Weighting: pass/fail

Quality criterion - Name: Delivery of Contract and Quality of Service and Contingencies / Weighting: 8

Quality criterion - Name: Fair Work First / Weighting: 2

Price - Weighting: 90

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

Start date

19 August 2025

End date

30 June 2027

This contract is subject to renewal

Yes

Description of renewals

Optional extension for 1 + 1 academic years

### **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 must be the holder of a current relevant Public Service Vehicle (PSV) Operator's Licence. The Supplier shall produce the licence for inspection when required to do so by the Purchaser.

All drivers shall be in possession of a valid Passenger Carrying Vehicle (PCV) Driver's Licence for the type of Public Service Vehicles (PSV) vehicle being driven.

It is the Supplier's legal duty to ensure that drivers employed by the Supplier engaged in the delivery of education transport contracts must be appropriately vetted.

Drivers will require to be a member of the Protecting Vulnerable Groups (PVG) Scheme for those working with children under and been approved by the Purchaser. The Supplier will be expected to ensure that any drivers providing the Service submit the appropriate application to form to Disclosure Scotland within 7 days of appointment to the contract.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

The Council will utilise Equifax Score check to assess the Economic and financial standing of organisations bidding for contracts. Tenderers (including all participants in a group) are required to have a Score check Score of 35 or above in order to demonstrate their financial strength and stability.

It is recommended that Tenderers review their own Score check score in advance of submitting a Tender Submission. Where the Tenderer does not have a Score check

score, or where the Tenderer does not consider that the Score check score reflects their current financial status; the Tenderer may give an explanation within the Tender Submission, together with any relevant supporting alternative evidence which demonstrates its financial strength/stability.

Where the Tenderer is under no obligation to publish accounts and therefore does not have a Score check score, they must provide their audited financial accounts for the previous 2 years as part of their SPD Submission in order that the Council may assess these to determine the suitability of the Tenderer to undertake a contract of this size.

As an alternative to the above requirement but only for bidders who started trading less than 3 years prior to the return date for the Tender response set out below, those bidders must demonstrate adequate financial capacity for the Contract by the following evidence: A business plan for a minimum 3-year trading period setting out projected annual average turnover; audited or unaudited (if the company has no legal audit requirement) accounts for any years trading to date, and letter of support for the bidder's bank setting out the level of financial support available to the business from the bank and for how long that is available.

A bank letter of support should explain the amount and duration of financial support made available to the business by the bank and what information, such as a business plan for the period 01/04/2024 – 31/03/2027, was considered by the bank in deciding to make that support available. These are matters of fact not opinion so should be able to be given by any bank on the authority of their customer. It must be understood, however, that the sufficiency or otherwise of the bank letter can only be judged after submission and assessment of all Questionnaire responses so the provision of as much information as possible is encouraged.

All of this information must be in terms entirely satisfactory to the Purchasing Authority. We reserve the right (but are not obliged) to seek additional clarification and/or supporting information from or about the bidder to satisfy us in this regard, for example, a bank reference.

Where a Tenderer does not meet the minimum financial requirements in its own right and wishes to rely on the financial standing of a parent company, Tenderers should provide a statement that they commit to obtaining a parent company guarantee in the form attached in the Standard Documents Parent Company Guarantee.

Where a consortium bid is received, the Score check score of each consortium member shall be assessed and each must achieve a Score check score of 35 or above.

Where a sub-contractor material to the performance of the Contract or where the Tenderer intends to sub-contract more than 25% of any contract value to a single sub-contractor, the Tenderer may be required to confirm that the sub-contractor(s) has a

Score check score of 35 or above The Council reserves the right to request one copy of all sub-contractor last 3 financial years' audited accounts and details of significant changes since the last financial year end.

### **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

The Supplier must be the holder of a current relevant Public Service Vehicle (PSV) Operator's Licence. The Supplier shall produce the licence for inspection when required to do so by the Purchaser.

### **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**

Date

28 July 2025

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

28 July 2025

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **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**

All contracts officially start 19th August 2025, apart from Greenfield Academy, which will not start until Monday 25th August 2025

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=802777](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=802777).

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:802777)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=802777](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=802777)

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

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

Dundee Sherriff Court

6 West Bell Street

Dundee

DD1 9AD

Email

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

Country

United Kingdom

Internet address

[www.scotcourts.gov.uk](http://www.scotcourts.gov.uk)