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Tender

## **Private Car Hire Service**

Scottish Government

F02: Contract notice

Notice identifier: 2024/S 000-036184

Procurement identifier (OCID): ocds-h6vhtk-046d71

Published 8 November 2024, 8:41 am

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

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

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

#### **Contact**

Gary Crombie

#### **Email**

[Gary.crombie@gov.scot](mailto:Gary.crombie@gov.scot)

#### **Telephone**

+44 7392287522

#### **Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

**I.4) Type of the contracting authority**

Ministry or any other national or federal 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**

Private Car Hire Service

Reference number

Case 692909

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

- 34115200 - Motor vehicles for the transport of fewer than 10 persons

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

Supplies

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

The Scottish Government has a requirement to place a contract with an external service provider for the provision of Private Car Hire

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

Value excluding VAT: £1,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Lot 1 Central and Southern Scotland

Lot No

1

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

- 34115200 - Motor vehicles for the transport of fewer than 10 persons

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

NUTS codes

- UKM - Scotland

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

Scottish Government provides transport to Senior officials when on business in Scotland. We provide daily transport across the length and breadth of Scotland. In instances where requirements exceed in-house capacity, or when short-distance journeys are required out with the central belt, external providers are required.

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

Quality criterion - Name: Understanding the Requirement / Weighting: 30

Quality criterion - Name: Organisation / Weighting: 25

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Community Benefits / Weighting: 5

Quality criterion - Name: Climate Emergency / Weighting: 5

Quality criterion - Name: Fairwork / Weighting: 5

Quality criterion - Name: Business Continuity and Disaster Recovery / Weighting: 10

Price - Weighting: 30

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

Value excluding VAT: £880,000

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

Duration in months

48

This contract is subject to renewal

No

### **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

### **II.2.14) Additional information**

this lot is for Central and Southern Scotland

The evaluation consists of some minimum mandatory score of 2 questions. Bidders who fail to meet the mandatory score of 2 will not progress to the Price Quality Ratio evaluation and will score 0 for their commercial score.

## **II.2) Description**

### **II.2.1) Title**

Lot 2 Highland and Islands of Scotland

Lot No

2

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

- 34115200 - Motor vehicles for the transport of fewer than 10 persons

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

NUTS codes

- UKM - Scotland

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

Scottish Government provides transport to Senior officials when on business in Scotland. We provide daily transport across the length and breadth of Scotland. In instances where requirements exceed in-house capacity, or when short-distance journeys are required out with the central belt, external providers are required.

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

Quality criterion - Name: Understanding the Requirement / Weighting: 30

Quality criterion - Name: Organisation / Weighting: 25

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Community Benefits / Weighting: 5

Quality criterion - Name: Climate Emergency / Weighting: 5

Quality criterion - Name: Fairwork / Weighting: 5

Quality criterion - Name: Business Continuity and Disaster Recovery / Weighting: 10

Price - Weighting: 30

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

Value excluding VAT: £60,000

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

Duration in months

48

This contract is subject to renewal

No

#### **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

### **II.2.14) Additional information**

This lot is for Highlands and Islands excluding low land Scotland i.e. everywhere outside of Highlands and Islands

The evaluation consists of some minimum mandatory score of 2 questions. Bidders who fail to meet the mandatory score of 2 will not progress to the Price Quality Ratio evaluation and will score 0 for their commercial score.

## **II.2) Description**

### **II.2.1) Title**

Lot 3 Aberdeenshire

Lot No

3

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

- 34115200 - Motor vehicles for the transport of fewer than 10 persons

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

NUTS codes

- UKM - Scotland

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

Scottish Government provides transport to Senior officials when on business in Scotland. We provide daily transport across the length and breadth of Scotland. In instances where requirements exceed in-house capacity, or when short-distance journeys are required out with the central belt, external providers are required.

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

Quality criterion - Name: Understanding the Requirement / Weighting: 30

Quality criterion - Name: Organisation / Weighting: 25

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Community Benefits / Weighting: 5

Quality criterion - Name: Climate Emergency / Weighting: 5

Quality criterion - Name: Fairwork / Weighting: 5

Quality criterion - Name: Business Continuity and Disaster Recovery / Weighting: 10

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

No

#### **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

#### **II.2.14) Additional information**

This lot is for Aberdeenshire only The evaluation consists of some minimum mandatory score of 2 questions. Bidders who fail to meet the mandatory score of 2 will not progress to the Price Quality Ratio evaluation and will score 0 for their commercial score.

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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

4C.4 - Provide a statement of the relevant supply chain management and/or tracking systems used.

4C.7 - Provide details of the environmental management measures which the bidder will be able to use when performing the contract.

4C.10 - Provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract: Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

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

Minimum level(s) of standards possibly required

SPD 4B.4

Bidders must demonstrate a Current Ratio of no less than 0.9. Current Ratio will be calculated as follows:

net current assets divided by net current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

SPD Statement for 4B.5

It is a requirement of this contract that bidders hold or can commit to obtain prior to the commencement of any

contract, the insurances indicated below:

Employer's (Compulsory) Liability Insurance = 5 million GBP Public Liability Insurance = 10 million GBP

Professional Indemnity Insurance = 1 million GBP

Insurance must be valid for 5 years after contract expiry date.

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

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

It shall be a condition of the Contract that, if required by the Scottish Government, the appointed Service Provider shall deliver a validly

executed Parent Company Guarantee in the form set out in the tender documents

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-017352](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

19 December 2024

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: 6 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

20 December 2024

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**

SPD will be scored on a pass/fail basis.

The contract award criteria will be Price 30%/Quality 70 %.

Question Scoring Methodology for Award Criteria outlined in invitation to tender:

0 — Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 — Poor. Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 — Acceptable. Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 — Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 — Excellent. Response is completely relevant and excellent overall.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the Exclusion and Selection Criteria for this procurement.

Bidders must confirm that they will include the standard clause in all contracts used in the delivery of the requirements, ensuring payment of subcontractors at all stages of the supply chain within 30 days and include a point of contact for subcontractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance and provision of evidence and reporting to the Scottish Government on a regular basis.

Bidders who fail to answer "Yes" or "Not Applicable" to this question will not have their tender considered further.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25964.  
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 within the evaluation and award criteria with a weighted score of 5 percent

(SC Ref:782282)

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

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

Sheriff Court House

27 Chamber Street

Edinburgh

Country

United Kingdom