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Tender

East Lothian Tenants and Residents Development Support Contract

East Lothian Council

F02: Contract notice

Notice identifier: 2023/S 000-036546

Procurement identifier (OCID): ocds-h6vhtk-0424fd

Published 12 December 2023, 3:18pm

Section I: Contracting authority

I.1) Name and addresses

East Lothian Council

John Muir House

Haddington, East Lothian

EH41 3HA

Email

procurement@eastlothian.gov.uk

Telephone

+44 1620827827

Country

United Kingdom

NUTS code

UKM73 - East Lothian and Midlothian

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00181

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>

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

East Lothian Tenants and Residents Development Support Contract

Reference number

ELC-23-0185

II.1.2) Main CPV code

- 79500000 - Office-support services

II.1.3) Type of contract

Services

II.1.4) Short description

East Lothian Council wish to appoint a contractor to deliver a Development Support Contract to East Lothian Tenants and Residents.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM73 - East Lothian and Midlothian

Main site or place of performance

East Lothian Geographical area.

II.2.4) Description of the procurement

East Lothian Council wish to appoint a single provider to deliver a Development Support Contract to East Lothian Tenants and Residents. The contractor will be required to deliver appropriate independent development, outreach and administrative support to East Lothian Tenants and Residents Panel, local tenants and residents groups and individual tenants or tenant representatives over the period of the contract including:

- The development of local tenants and residents groups;
- The development of informal tenant participation structures that enable participation by an individual as well as tenant and residents groups;
- The development of East Lothian Tenants and Residents Panel to effectively represent the needs of tenants and negotiate on their behalf in relation to local and national Housing and related issues;
- the provision of development support and guidance to tenants and others involved in various tenant scrutiny and other activities.

This procurement will be conducted via Public Contracts Scotland-Tender (PCS-Tender). Bidders must self-certify their adherence to the conditions of participation via the SPD (Scotland) and should refer to the specific requirements listed in Section III and IV of this notice when completing the SPD (Scotland) on PCS-Tender.

The contract will be awarded for a 2year period (with the option to extend for three further periods of one year) to a total contract length of 5 years.

The contract is expected to commence on 1 April 2024.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

2 + 1 + 1 + 1

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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

SPD Question 4A.1-If required by the member state, bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

SPD Question 4A.2-Where it is required within a bidder's country of establishment, bidders must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service. Bidders must confirm if they hold the particular authorisation and detail the requirement.

Tendering organisations are required to ensure that all personnel employed/engaged by the Contractor to work on this contract, comply with the Baseline Personnel Security Standard prior to undertaking any work. The Contractor must be able to demonstrate that the checks have been carried out satisfactorily.

III.1.2) Economic and financial standing

List and brief description of selection criteria

SPD Question 4B.5 Bidders are required to hold, or commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below.

SPD Question 4B.6 Bidders are required to provide evidence of their financial standing. Bidders should provide one of the following:

a. A copy of your audited accounts or equivalent for the most recent 2 years (2 sets of signed, audited accounts), along with details of any significant changes since the last year end; or b. A statement of your organisation's turnover; profit and cash flow for the most recent full year of trading or where a full year trading has not been completed the same information for the period applicable. The financial information will be evaluated using East Lothian Council's financial health evaluation flowchart.

Minimum level(s) of standards possibly required

(i) Employers Liability insurance to the value of at least five million pounds Sterling (GBP5,000,000) in respect of any one event and unlimited in the period.

(ii) Public Liability insurance to the value of at least five million pounds Sterling (GBP5,000,000) in respect of any one event and unlimited in the period.

(iii) Professional Indemnity insurance to the value of at least 2 million pounds Sterling (GBP 2,000,000).

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C.1.2 Bidders must provide relevant examples of services carried out during the last three years that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of this Contract Notice. The experience provided will be for projects of a similar value, size and scope.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Staff performing the services will require to have the relevant disclosure checks with the PVG scheme.

The Service Providers must maintain appropriate arrangements for data sharing.

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

8 February 2024

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

8 February 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25787. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement.

A summary of the expected community benefits has been provided as follows:

As part of the Council's wider duties towards its citizens, the Council wishes to engage with suppliers, providers and contractors to deliver benefits to our young people and other East Lothian residents, by providing links with schools, work experience opportunities, training opportunities, apprenticeships and assistance with community projects. Information regarding Community Benefits is included within the general attachments area in PCS-Tender

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25787. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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:

This Contract includes an obligation for the delivery of Community Benefits [once the aggregate spend with the Council reaches GBP 50,000 in any financial year]. The Community Benefits information included in the Tender documentation outlines the Community Benefits that the Council is seeking as part of this Contract.

(SC Ref:753045)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom