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Tender

Employer Agent Services

Fife Council

F02: Contract notice

Notice identifier: 2024/S 000-036617

Procurement identifier (OCID): ocds-h6vhtk-04b5e6

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Section I: Contracting authority

I.1) Name and addresses

Fife Council

Fife House, North Street

Glenrothes

KY7 5LT

Contact

Dawn Alice Watson

Email

dawn.watson@fife.gov.uk

Telephone

+44 3451550000

Country

United Kingdom

NUTS code

UKM72 - Clackmannanshire and Fife

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00187

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

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

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

Employer Agent Services

Reference number

CW0257

II.1.2) Main CPV code

- 71315210 - Building services consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

Employer Agent Service

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Fife

II.2.4) Description of the procurement

Employer Agent Service

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Optional Extension of 2 years

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

Candidates must complete all of the required sections of the SPD, Question 4C.1.2 contains a scored question which will be used to shortlist candidates. All suppliers that pass the SPD stage, shall be invited to tender (a clear break in scoring shall determine the breakpoint for short-list and in the event of equal scoring, additional suppliers shall be taken through to tender stage)

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

Fife Council may require additional purchases under this contract which have not been specifically detailed in the "specification" however any additional purchases will be in full accordance with the requirements of Regulation 72 of the Public Contract (Scotland) Regulations 2015."

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

Provide details of relevant Professional or Trade Registers

Such as

RICS or equivalent

III.1.2) Economic and financial standing

List and brief description of selection criteria

Questions 4B5a 4B5c

Question 4B6

Minimum level(s) of standards possibly required

Questions 4B5a 4B5c Organisations must also have or commit to have the relevant levels of insurance cover before the framework starts or we will exclude you from this procurement.

GBP 10m Employers Liability

GBP 5m Public Liability

GBP 1m Professional Liability Insurance

Evidence of Vehicle Insurance

Please provide supporting documentation

Insurance levels will be reviewed for each individual work package and call off

Question 4B6 We can exclude you from this procurement if, in our opinion, you cannot finance the agreement we intend to award such that there are unreasonable risks, which are more likely than not to occur with a result that is likely to have a significant adverse impact on:

Achieving Fife Council requirements

Quality & sustainability of service

Future health of your organisation

Future health of sub-contractors

A Current Ratio will be applied - Current Assets will be divided by Current Liabilities.

Tenderers are to provide their

Current assets and Current liabilities in relation to their published accounts for the last two years. Tenderers are expected to achieve a ratio of 1 or more. Where a Tenderer does not meet this requirement further details should be provided to confirm why, and the Council may undertake additional financial checks and a qualitative judgement shall be made as to the financial capacity of the Tenderer.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Question 4C.1.2

Question 4C.4

Question 4C6

Question 4C.8.1 4C.8.2

Question 4D1

Minimum level(s) of standards possibly required

Question 4C.1.2 We will evaluate organisation's experience and capability relative to what we intend to buy, in particular

Supplying the same services

Achieving the same or similar outcomes

Suppliers will be required to provide 3 examples of works carried out in the past 5 years.

Notes of key importance here is the relevance of each if the examples given to the services required.

Details should include

Clients

Value

Full description of the work involved in each scenario.

This is not an exhaustive list.

A maximum word count of 500 words will apply to each example in this question

Scoring key provided in supporting document uploaded

Question 4C.4 Please provide a statement of the relevant supply chain management and /or tracking systems used

If bidders intend to use a supply chain to deliver the requirements detailed, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of:

a) their standard payment terms

b) $\geq 95\%$ of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year

If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

Question 4C6 We can exclude you from this procurement if you don't hold the following (please provide supporting documentation)

Bidders personnel servicing the contract must have a degree in quantity surveying or commercial management accredited by the RCIS (Or equivalent)

Question 4C.8.1 4C.8.2 We will evaluate your organisation's annual manpower and managerial staff levels over the last 3 years to ensure adequate resources are in place to support the delivery of this framework agreement. We can exclude you from this procurement if, in our opinion, you cannot resource the agreement we intend to award.

Question 4D1 Organisations must confirm they have in place documented, monitoring and reviewing arrangements (on an ongoing basis) for

Quality Assurance

Health & Safety

Environmental Management

Documented arrangements that the organisation has a system for monitoring quality management procedures on an on-going basis.

Which may include but not limited to

ISO

Or equivalent

III.2) Conditions related to the 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

Restricted procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

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

17 December 2024

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

31 January 2025

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

English

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

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=783123.

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.

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:

CBs will be included based on national TOMS and the following outcomes but not limited to these outcomes

Work placements

Jobs Created

Career Information, Advice & Guidance

Training

Local Supply Chain Spend

Volunteering

Donations in Kind

(SC Ref:783123)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=783123

VI.4) Procedures for review

VI.4.1) Review body

Kirkcaldy Sheriff Court

Kirkcaldy

Country

United Kingdom