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Tender

## **School and Nursery Cycle and Scooter Storage**

City of Edinburgh Council

F02: Contract notice

Notice identifier: 2023/S 000-037252

Procurement identifier (OCID): ocds-h6vhtk-0426c3

Published 19 December 2023, 11:21am

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

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

City of Edinburgh Council

4 East Market Street

Edinburgh

EH6 8BG

#### **Contact**

Graham Halliday

#### **Email**

[graham.halliday@edinburgh.gov.uk](mailto:graham.halliday@edinburgh.gov.uk)

#### **Telephone**

+44 1314693179

#### **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](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

[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)

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

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

Regional or local 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**

School and Nursery Cycle and Scooter Storage

Reference number

CT1311

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

- 39173000 - Storage units

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

Supplies

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

The City of Edinburgh Council requires cycle and scooter storage for various locations across the city.

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

Value excluding VAT: £900,000

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

This contract is divided into lots: No

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

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

- 39173000 - Storage units
- 34432000 - Parts and accessories for bicycles

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

City of Edinburgh Council

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

Initial requirement for cycle and scooter storage at various primary schools

#### **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

Option to extend by a further 12 months

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

Contract is for initial requirements which are detailed in the ITT documentation, the contract will also include any ad hoc as yet unknown requirements in this area arising in the next 24 months.

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

List and brief description of selection criteria

Part III: Section A, B, C & D - 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 [for above threshold]/8 and 9 of the Procurement (Scotland) Regulations 2016 (below threshold).

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.1 - Tenderers are required to have a minimum “general” annual turnover of 400,000 GBP 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.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.4 - Tenderers will be required provide the following information in response to 4B.4:

Current ratio for Current Year: 1.15

Current ratio for Prior Year: 1.15

The formula for calculating a Tenderer’s current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than 1.15. 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.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.5 - Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

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

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Please see Additional Information

## **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

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

Date

18 January 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: 3 (from the date stated for receipt of tender)

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

Date

18 January 2024

Local time

12:00pm

Place

Edinburgh

Information about authorised persons and opening procedure

Council Officers

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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**

Part IV: Selection criteria - C: Technical and Professional Ability – Prompt Payment –  
Question 4C.4 - It is a mandatory requirement of

this Contract that a prompt payment clause is present in all Contracts used in the delivery of the requirements. This ensures payment of

sub-contractors at all stages of the supply chain within 30 days and includes an obligation to provide a point of contact for sub-contractors to refer to in the case of payment difficulties.

This will require active monitoring of payment performance as well as the provision of

evidence and reports to the Council on request or as contractually scheduled. Bidders should confirm that this condition will be met within the response to this question.

Part IV: Selection criteria - C: Technical and Professional Ability – Living Wage Payment – Question 4C.4

Tenderers are asked to confirm that they will pay staff that are involved in the delivery of the [contract, and/or any

subsequent call off contract] (including any agency or sub-contractor staff) directly involved in the delivery of the [contract, and/or any subsequent call off contract]), at least the real Living Wage.

Part IV: Selection criteria - C: Environmental Management Measures – Question 4C.7 - Bidders will be required to provide evidence that

their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence

includes but is not limited to the provision of a carbon reduction plan

Where a Tenderer's response is of a less than the acceptable standard, 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.

Part IV: Selection criteria - D: Quality Assurance Schemes & Environmental Management – Question 4D.1 - It is a mandatory requirement that Tendering Organisations with more than 5 employees have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly. Bidders should confirm that this condition has been met within the response to this question.

Where a Bidder does not have a Health & Safety Policy and is required to do so, the Council may exclude the Bidder from the competition.

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=748598](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=748598).

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.

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=753482](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=753482).

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(SC Ref:753482)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=753482](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=753482)

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

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

Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom