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Contract

## **Provision of an Energy Assessor & Energy Performance Certificates Including Occupancy Assessments, Property Condition Reports To Form Retrofit Assessments**

East Renfrewshire Council

F03: Contract award notice

Notice identifier: 2025/S 000-039016

Procurement identifier (OCID): ocds-h6vhtk-050052

Published 10 July 2025, 3:04pm

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

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

East Renfrewshire Council

Eastwood HQ, Eastwood Park,

Giffnock

G46 6UG

#### **Contact**

May Harvey-Welsh

#### **Email**

[may.harvey-welsh@eastrenfrewshire.gov.uk](mailto:may.harvey-welsh@eastrenfrewshire.gov.uk)

#### **Telephone**

+44 1415773669

**Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00183](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00183)

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

The contract is awarded by a central purchasing body

**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**

Provision of an Energy Assessor & Energy Performance Certificates Including Occupancy Assessments, Property Condition Reports To Form Retrofit Assessments

Reference number

ERC000568

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

- 71314300 - Energy-efficiency consultancy services

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

Services

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

Requirement for suitably qualified companies for the provision of Energy Performance Certificates (EPC) to ensure the council meets the statutory obligations that all tenanted properties must have a valid EPC. The contract will also allow for Occupancy Assessments and Property Condition Reports to form a Retrofit Assessment.

This procurement will be conducted via the Public Contracts Scotland - Tender portal (PCS-T). We will apply a one stage Open procedure.

Bidders must self-certify their adherence to the conditions of participation via the SPD (Scotland) in PSC-T, and may be required to submit Means of Proof before contract award. Bidders must refer to the specific requirements listed in Section III in this OJEU Contract Notice when completing the SPD in PCS-T.

The Value shown in this notice is excluding VAT

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £220,000

## **II.2) Description**

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

- 71314300 - Energy-efficiency consultancy services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

East Renfrewshire Boundary

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

Sole supplier framework for the provision of Energy Performance Certificates (EPC) to ensure the council meets the statutory obligations that all tenanted properties must have a valid EPC. The contract will also allow for Occupancy Assessments and Property Condition Reports to form a Retrofit Assessment.

This procurement will be conducted via the Public Contracts Scotland - Tender portal (PCS-T). We will apply a one stage Open procedure.

Bidders must self-certify their adherence to the conditions of participation via the SPD (Scotland) in PCS-T, and may be required to submit Means of Proof before contract award. Bidders must refer to the specific requirements listed in Section III in this OJEU Contract Notice when completing the SPD in PCS-T.

The Value shown in this notice is excluding VAT

The total budget indicated below of 220,000 GBP for the duration of the contract including the 2 x 12 extension periods.

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

Quality criterion - Name: Methodology & Approach / Weighting: 25

Quality criterion - Name: Contract Implementation Plan / Weighting: 25

Quality criterion - Name: Complaints Procedure / Weighting: 5

Quality criterion - Name: Risk Management / Weighting: 20

Quality criterion - Name: Contract Management / Weighting: 5

Quality criterion - Name: Community Benefits / Weighting: 10

Quality criterion - Name: Fair Working Practices / Weighting: 5

Quality criterion - Name: Sustainability / Weighting: 5

Price - Weighting: 70

#### **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 8 and 9 of the Procurement (Scotland) Regulations 2016.

Quality weighting above are sub weighting and the overall weighting for quality is 30%.

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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: [2025/S 000-014188](#)

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## **Section V. Award of contract**

### **Contract No**

ERC000568

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

19 June 2025

#### **V.2.2) Information about tenders**

Number of tenders received: 8

Number of tenders received from SMEs: 8

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 8

Number of tenders received by electronic means: 8

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

retrofit associates

Suite 3.10 Dalziel Building, , 7 Scott Street ,

Motherwell,

ML1 1PN

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £220,000

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## **Section VI. Complementary information**

### **VI.3) Additional information**

Lots are not being used for this tender for the reason(s) stated below:

Nature of the contract not suitable for lots.

Prompt Payment-The successful tenderer shall, as a condition of being awarded the contract, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these services are paid timeously and that as a minimum invoices rendered by subcontractors shall(unless formally disputed by the tenderer)be paid within 30 days

of receipt. The successful tenderer shall also impose this condition on its subcontractors in respect of payments due to any sub-sub-contractors, if any.

The Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period. Failure to supply the information within timeframe requested may result in your bid being rejected & the Council proceeding with the procurement exercise to the next appropriate bidder. Additional information pertaining to this contract notice is contained within the Tender documents. Applicants must ensure they read in line with this contract notice.

Bidders who intend to use a supply chain to deliver the requirements detailed in the Contract Notice, must confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. Bidders must provide a response at SPD Q4.C.4 and 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) ?95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

Bidders unable to confirm (b) must provide an improvement plan, signed by their Director, which improves payment performance. It should be noted that where a bidder is unable to confirm or provide a satisfactory improvement plan the Council reserves the right to remove you from the process.

Bidders are required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.



Bidders who intend to subcontract more than 25% to any individual organisation must ensure the SPD (Scotland) - Subcontractors Supplier Response is completed and uploaded at question 2C.1 of the qualification envelope.

(SC Ref:803303)

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

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

Paisley Sheriff Court and Justice of the Peace

Paisley

PA3 2HW

Email

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

Country

United Kingdom