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Tender

## **Occupational Health Services & Health Checks**

Audit Scotland

F02: Contract notice

Notice identifier: 2024/S 000-041126

Procurement identifier (OCID): ocds-h6vhtk-04c9fa

Published 20 December 2024, 10:05am

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

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

Audit Scotland

102 West Port

Edinburgh

EH3 9DN

#### **Contact**

Susan Burgess

#### **Email**

[sburgess@audit-scotland.gov.uk](mailto:sburgess@audit-scotland.gov.uk)

#### **Telephone**

+44 7970331736

#### **Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

[www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00428](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00428)

**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

[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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

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

Body governed by public law

## **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Occupational Health Services & Health Checks

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

- 85100000 - Health services

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

Services

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

Occupational Health Services & Health Checks

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

Value excluding VAT: £300,000

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

This contract is divided into lots: No

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

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

- 85100000 - Health services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Various locations in Scotland

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

Audit Scotland require a supplier to be able to deliver the following services

Occupational Health Services & Health checks

Pre employment checks for potential new employees

Pre employment follow on occupational health review / appointment

Management OH case referrals

Confidential Counselling / Employee assistance programme costs -  
Telephone/Video/Face to Face meetings

Health screening for age under 50s

Health screening for age over 50s

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Following the initial contract period of 36 months there may be an additional 1 x 12 month extension period taken up.

#### **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

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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

#### **STAFFING AND QUALIFICATIONS**

Medical Doctors to hold General Medical Council (GMC) Registration.

Nurses/ Nursing Practitioners to hold the appropriate nursing qualification, nursing registration and be suitably trained, and have undertaken the necessary continuing professional development stated by their Royal College of Nursing (RCN)/Nursing and Midwifery Council (NMC).

Staff carrying out specialised Services, such as health screening services, health surveillance or specialised medicals, or those operating as OH advisors / Technicians (and who are not qualified as a doctor or nurse) shall have the necessary qualifications, training and experience.

Staff delivering the Services will not have any competence/professional issues pending with the GMC or RCN/NMC or other relevant body/emplo

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

List and brief description of selection criteria

Tenderers must demonstrate a current ratio of 1.0 or more.

Current ratio will be calculated as follows: The total current assets divided by Total current

liabilities.

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

Minimum level(s) of standards possibly required

The tenderer confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

public liability insurance cover of at least one million pounds sterling (GBP 1,000,000) per incident

employers liability insurance cover of at least five million pounds sterling (GBP 5,000,000); and

professional indemnity insurance of at least one million pounds sterling (GBP 1,000,000) per incident.

Such insurances must be maintained for the duration of the Contract and for a minimum of 5 years following the expiry or termination of

the Contract as appropriate.

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

List and brief description of selection criteria

Statement for 4C.4 Supply Chain Management/Tracking Systems Used :

If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, 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) 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.

#### 4C.6 Educational and Professional Qualifications

Tenderers will be required to confirm that they and/or the service provider have the following relevant educational and professional qualifications:

The tenderer must also hold :

ISO 27001.

or provide evidence of an active ISO 27001 process with a date for certification.

Please refer to the Specification for more information.

#### 4C.10 Proportion (%) to be Sub-Contracted

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

Please complete the attached Form

#### DELIVERY PARTNER / SUB-CONTRACTOR DECLARATION

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

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Medical Doctors to hold General Medical Council (GMC) Registration.

Nurses/ Nursing Practitioners to hold the appropriate nursing qualification, nursing registration and be suitably trained, and have undertaken the necessary continuing professional development stated by their Royal College of Nursing (RCN)/Nursing and Midwifery Council (NMC).

Staff carrying out specialised Services, such as health screening services, health surveillance or specialised medicals, or those operating as OH advisors / Technicians (and who are not qualified as a doctor or nurse) shall have the necessary qualifications, training and experience.

Staff delivering the Services will not have any competence/professional issues pending with the GMC or RCN/NMC or other relevant body/employer.

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

CYBER - Please note there are minimum requirements concerning Cyber Security for this contract as set out in the Evaluation and Award Criteria - The supplier must hold ISO 27001 certification or provide evidence of an active ISO 27001 process with a date for certification.

STANDARD CLAUSE - Tenderers are asked to confirm that they will include the standard clause in all contracts used in the delivery of

the requirements, ensuring payment of sub-contractors at all stages of the supply chain within 30 days and include a point of contact for

sub-contractors to refer to in the case of payment difficulties. This will require you to actively monitor payment performance and provide

evidence and reports to the contracting authority on a regular basis

### **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

30 January 2025

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

30 January 2025

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Yes it is likely that a future procurement will be undertaken to replace this contract when it expires after additional extension period.

### **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://](https://www.publiccontractsscotland.gov.uk/authority/noticecreate/Question21.aspx?ID=786123)

[www.publiccontractsscotland.gov.uk/authority/noticecreate/Question21.aspx?ID=786123](https://www.publiccontractsscotland.gov.uk/authority/noticecreate/Question21.aspx?ID=786123)

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.

Download the copy of the online SPD document here (to be completed online through postbox submission):

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=780897](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=780897)

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

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(SC Ref:786123)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=786123](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=786123)

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

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

Clerk of the Sheriff Appeal Court

Justiciary Office, Parliament Square

Edinburgh

EH1 1RQ

Country

United Kingdom