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Tender

## **Invitation to Tender for the Provision of Ballast Water Sampling**

Orkney Islands Council (Harbour Authority)

F05: Contract notice – utilities

Notice identifier: 2024/S 000-041201

Procurement identifier (OCID): ocds-h6vhtk-04ca29

Published 20 December 2024, 1:06pm

The closing date and time has been changed to:

**7 February 2025, 12:00pm**

See the [change notice](#).

### **Section I: Contracting entity**

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

Orkney Islands Council (Harbour Authority)

Council Offices, School Place

Kirkwall

KW15 1NY

#### **Contact**

Denise Link

#### **Email**

[Denise.link@orkney.gov.uk](mailto:Denise.link@orkney.gov.uk)

**Telephone**

+44 1856873535

**Country**

United Kingdom

**NUTS code**

UKM65 - Orkney Islands

**Internet address(es)**

Main address

<http://www.orkneyharbours.com>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11522](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11522)

**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)

**I.6) Main activity**

Other activity

General Services

## **Section II: Object**

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

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

Invitation to Tender for the Provision of Ballast Water Sampling

Reference number

OIC/PROC/2072

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

- 90733000 - Services related to water pollution

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

Services

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

The Authority has a requirement for a suitably qualified and experienced contractor for the provision of ballast water sampling for a 3 year initial period with the option to extend for a further 2 x 12 month periods.

#### **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)**

- 90700000 - Environmental services
- 90720000 - Environmental protection
- 90714500 - Environmental quality control services
- 72314000 - Data collection and collation services

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

NUTS codes

- UKM65 - Orkney Islands

Main site or place of performance

Scapa Flow, Orkney

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

The Authority has a requirement for a suitably qualified and experienced contractor for the provision of ballast water sampling for an initial 3 year period with the option to extend for a further 2 x 12 month periods, subject to the satisfaction of performance by the Authority. The Contract will commence on 1 April 2025.

All sampling must be performed in accordance with the requirements of current legislation, Ballast Water Management Annex 3 - Resolution MEPC.173(58), MGN 432 Amendment 1 and Ballast Water Management Policy for Scapa Flow - Apr 2023. All documentation included within the Appendix Section of the Invitation to Tender documentation.

It should be noted that due to the variable movement of shipping, short notice (minimum of 24 hrs) may be given for a ballast water sampling event. Sampling team will be required to be available 365/24/7. Prospective Tenderers need to take note that transport for members of a sampling team to Orkney is limited and can be disrupted by weather, at short notice.

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

Quality criterion - Name: Project Understanding and Requirements / Weighting: 20

Quality criterion - Name: Project Methodology and Specific Expertise / Weighting: 50

Quality criterion - Name: Fair Work Practices / Weighting: Pass/Fail

Price - Weighting: 30

### **II.2.6) Estimated value**

Value excluding VAT: £300,000

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

Start date

1 April 2025

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

There is an option for 2 x 12 month period extensions, at the sole discretion of the Authority and subject to satisfactory performance of the services.

#### **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

The relevant selection criteria will be included in the SPD (Scotland) module.

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

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD (Scotland) module.

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

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD (Scotland) module.

### **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**

Originally published as:

Date

14 February 2025

Local time

12:00pm

Changed to:

Date

7 February 2025

Local time

12:00pm

See the [change notice](#).

#### **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

14 February 2025

Local time

3:00pm

Place

PCS Postbox opening via Teams

Information about authorised persons and opening procedure

Three Officers with delegated authority

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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: Subject to the award of the 2 x 12 month extensions, the new contract will be put to tender approximately 6 months prior to the expiry of the contract.

#### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

Orkney Islands Council reserves the right to cancel the procurement at any stage and not award a Contract. The expenditure, work or effort undertaken by bidders prior to the award of any Contract is accordingly a matter solely for the commercial judgement of bidders.

Late tender will not be considered by the Council and all questions are to be submitted via the Questions and Answers section of this contract advertisement on PCS.

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session.

Tenders should complete the SPD (Scotland) contained within the SPD Module attached to this notice.

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=786509](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=786509).

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.

(SC Ref:786509)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=786509](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=786509)

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

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

Sheriffs Court

Watergate

Kirkwall

KW15 1PD

Telephone

+44 01856872110

Country

United Kingdom