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Tender

## **DLGH Audit Services for Local Authority Verifiers & Certification Scheme Providers**

Scottish Government

F02: Contract notice

Notice identifier: 2025/S 000-045212

Procurement identifier (OCID): ocds-h6vhtk-05540f

Published 1 August 2025, 1:15pm

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

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

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

#### **Contact**

Stuart Riach

#### **Email**

[stuart.riach2@gov.scot](mailto:stuart.riach2@gov.scot)

#### **Country**

United Kingdom

#### **NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<https://www.gov.scot/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

**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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

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

Ministry or any other national or federal 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**

DLGH Audit Services for Local Authority Verifiers & Certification Scheme Providers

Reference number

CASE/787743

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

- 79212000 - Auditing services

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

Services

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

The Scottish Government Building Standards Division (BSD) has a requirement to award a contract to an external service provider for the provision of audit services.

The Building (Scotland) Act 2003 sets out the role of verifiers and certification scheme providers with the Scottish building standards system and allows their appointment to perform their respective roles. Appointment of both verifiers and certification scheme providers is conditional on their ability to continue to meet the requirements of their respective Operating Frameworks (verification & certification) with periodic audits identified as one of the conditions of appointment.

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM - Scotland

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

The scope of the contract covers the auditing of 32 local authority verifiers and 6 certification scheme providers. The service provider will be required to deliver the following:

- Phase 1: Audit Plans and Schedules for both Certification Scheme Providers and Verifiers
- Phase 2: Audit of Certification Scheme Providers 2025-2026
- Phase 3: Audit of Verifiers 2026-2029
- Phase 4: Review of Certification Operating Framework
- Phase 5: Audit of Certification Scheme Providers 2027-2028

Delivery of additional cycles of audits of Certification Scheme Providers and delivery of stage 2 audits of Local Authority Verifiers may also be required during the contract term.

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

Quality criterion - Name: Overall Quality / Weighting: 80%

Quality criterion - Name: Methodology / Weighting: 40/100

Quality criterion - Name: Staffing / Weighting: 30/100

Quality criterion - Name: Timetable and Delivery / Weighting: 20/100

Quality criterion - Name: Fair Work First / Weighting: 5/100

Quality criterion - Name: Business Continuity and Disaster Recovery / Weighting: 5/100

Price - Weighting: 20%

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

Start date

13 October 2025

End date

12 October 2030

This contract is subject to renewal

Yes

Description of renewals

The contract may be extended for a period of up to 24 months. Subject to that constraint, the period of the Contract may be extended on more than one occasion.

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

Variants will be accepted: No

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

Options: Yes

Description of options

Delivery of additional cycles of Certification Scheme Provider audits, and delivery of stage 2 audits of local authority verifiers, may also be required from 2029 until the contract ends. Professional advice in relation to the audits, and spot audits where risks/needs arise, may also be required at any point during the contract term.

#### **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

SPD 4B.5: Insurance Requirements - the bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below.

Minimum level(s) of standards possibly required

SPD 4B.5.1a: Professional Risk Indemnity 1,000,000 GBP

SPD 4B.5.1b: Employer's (Compulsory) Liability Insurance 5,000,000 GBP

SPD 4B.5.2: Public Liability: 1,000,000 GBP

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

List and brief description of selection criteria

SPD 4C.1.2 - Tenderers to provide 2 examples of undertaking similar services within the last 3 years.

SPD 4C.4 - The tenderer is required to provide a statement of the relevant supply chain management and/or tracking systems used.

SPD 4C.10 - The tenderer is required to confirm if any sub-contractors will be used in the delivery of the services.

Minimum level(s) of standards possibly required

SPD 4C.1.2 - examples of undertaking audit services

SPD 4C.4 - 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.

SPD 4C.10 - The tenderer is required to provide details of sub-contractors and the proportion (i.e percentage) of the contract they intend to subcontract.

### **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.2.1) Previous publication concerning this procedure**

Notice number: [2025/S 000-035369](#)

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

Date

1 September 2025

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: 6 (from the date stated for receipt of tender)

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

Date

1 September 2025

Local time

12:00pm

Place

PCS-Tender

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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**

The Single Procurement Document (Scotland) is a standard qualification questionnaire supplied by Scottish Ministers for all regulated procurements. The SPD (Scotland) is used to self-certify for the minimum requirements to tender for this contract opportunity and will be scored on a Pass/Fail basis.

Each tender will be individually evaluated to identify the most economically advantageous service provider, based on the Price / Quality weightings detailed in this notice.

Questions that form the Quality award criteria will be scored using the following methodology:

0 - Unacceptable; 1 - Poor; 2 - Acceptable; 3 - Good; 4 - Excellent

Tenderers must also confirm that they will pay staff that are involved in the delivery of services under the contract at least the real Living Wage and meet standards on payment of any subcontractors. Tenderers who do not pass these questions will not be considered further.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29844. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>



(SC Ref:806044)

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

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom