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Tender

## **The Provision of Services for Maintenance and Repair of Council Fleet Diesel Fuel Systems**

Glasgow City Council

F02: Contract notice

Notice identifier: 2025/S 000-057550

Procurement identifier (OCID): ocds-h6vhtk-059cbe

Published 18 September 2025, 8:58am

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

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

Glasgow City Council

Chief Executives Department, City Chambers, 40 John Street

Glasgow

G2 1DU

#### **Email**

[Lesley.Thomson2@glasgow.gov.uk](mailto:Lesley.Thomson2@glasgow.gov.uk)

#### **Telephone**

+44 1412878637

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00196](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196)

**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.publictendersscotland.publiccontractsscotland.gov.uk](http://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

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

**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**

The Provision of Services for Maintenance and Repair of Council Fleet Diesel Fuel Systems

Reference number

GCC006276CPU

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

- 50000000 - Repair and maintenance services

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

Services

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

The Council is inviting suitably qualified and experienced Bidders to submit bids to provide a scheduled service for maintenance and emergency repair of fuel supply hardware and ancillary equipment including Jigsaw Fuel Management System (FMS) to ensure ongoing supply of fuel to the Council fleet.

The council requires the supplier to regularly service (monthly and annually), maintain, repair, calibrate all components related to the fuel delivery & management systems at all council fuel locations.

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

Value excluding VAT: £192,000

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

This contract is divided into lots: No

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

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

- 42122180 - Fuel pumps

- 42124211 - Parts of fuel pumps
- 50511000 - Repair and maintenance services of pumps
- 09100000 - Fuels

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

UK, Glasgow

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

The Council is inviting suitably qualified and experienced Bidders to submit bids to provide a scheduled service for maintenance and emergency repair of fuel supply hardware and ancillary equipment including Jigsaw Fuel Management System (FMS) to ensure ongoing supply of fuel to the Council fleet.

The Council has eighteen bunkered fuel sites that dispense circa. 5.5 million litres of fuel per year to 2,500 authorised vehicles and drivers 24 hours per day, 365 days per year.

The Council requires to appoint a sole supplier to provide all elements of this contract for fuel systems service, maintenance and reactive repair for the Councils eighteen fuel sites.

The contract is expected to run for 4 years, commencing 2 December 2025 and ending 1 December 2029.

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

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Data Protection / Weighting: 5

Quality criterion - Name: Sustainability / Weighting: 5

Quality criterion - Name: Methodology of Approach to the Requirement / Weighting: 35

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

Price - Weighting: 40

**II.2.6) Estimated value**

Value excluding VAT: £192,000

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

Duration in months

48

This contract is subject to renewal

No

**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

**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 58 of the Public Contracts (Scotland) Regulations 2015.

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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

Bidders must comply with the undernoted financial requirements in order

to participate in the tendering process:-

There is a minimum financial requirement that affects trading performance and balance sheet strength.

Financial requirements for trading performance and balance sheet strength should be calculated on latest filed accounts with Companies House.

#### Trading Performance

An overall positive outcome on pre-tax profits over a 3 year period

Exceptional items can be excluded from the calculation.

The above would be expressed in the ratio Pre-Tax Profit/Turnover

#### Balance Sheet strength

Net worth of the organisation must be positive at the time of evaluation

and organisation must not be subject to an insolvency process.

Intangibles can be included for purposes of the Total Assets figure.

The above would be expressed in the ratio Total Assets/Total Liabilities

Companies that are only required to file abbreviated accounts, must submit full sets of accounts for the last two individual years filed, in order for the three year profitability requirement to be verified.

Bidders should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Bidders who have been trading for less than the 3 years noted above

must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Bidders who do not comply with the above financial requirements but are part

of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

Glasgow City Council reserves the right, at its own discretion, to seek such other information from the Bidder in accordance with Regulations 61(7) or Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing.

Minimum level(s) of standards possibly required

Glasgow City Council's insurance requirements are:

#### Employer's Liability

The organisation shall take out and maintain throughout the period of their services Employer's Liability insurance to the value of at least TEN MILLION (10,000,000GBP) POUNDS STERLING in respect of any one claim and unlimited in the period.

#### Public Liability

The organisation shall take out and maintain throughout the period of their services Public Liability Insurance to the value of at least TEN MILLION POUNDS STERLING (10,000,000GBP) in respect of any one claim and unlimited in the period including Pollution and Contamination cover (sudden and unforeseen) and in the aggregate.

#### Products Insurance

The organisation shall take out and maintain throughout the period of their services Products Liability insurance to the value of at least TEN MILLION (10,000,000GBP) POUNDS STERLING in respect of any one claim and in the aggregate.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for EU member states by the Council and any organisation shall not sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, unless the Council agrees otherwise. It is the express responsibility of the lead organisation to ensure this is the case.

Should the Bidder not have the specified insurances at the time of tendering then, the Bidder must certify in their response to this ITT that the specified insurance will be obtained.

### Confirmation of Insurances

The Bidder is required to confirm that these levels of insurance would be in place should the Bidder be awarded this contract.

If the Bidder does not have the specified insurances or not certify an undertaking to do so, this WILL result in the Bidder not being taken to the next stage in the evaluation process.

All successful Bidders will be required to sign an Insurance Mandate, which will be issued in conjunction with the award letter authorising the Council to request copies of insurance documents from the successful Bidder's insurance provider.

If the mandate is not signed and returned the Council reserves the right to request copies of insurance certificates from the successful Bidders at any point during the contract period.

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

List and brief description of selection criteria

#### 4C.1.2 SPD Question

For public supply and public service contracts only, please provide 2 relevant examples of services carried out during the last three years, from either the public or private sector, as specified in the Contract Notice which should include the customer contact name, value of contract and contract start and end dates.

Examples from both public and/or private sector customers and clients may be provided.

#### SPD Statement

Relevant examples should demonstrate experience of the provision of servicing, maintenance and emergency repair of existing fuel supply hardware and ancillary equipment to ensure ongoing supply of fuel to the fleet.

As part of your response please provide as a minimum the following:

- name of the client, budget, contract start date and end date
- name(s) of key sub-consultants and / or specialist sub-consultants

- A project description, together with the teams' role in its delivery; defining the key roles over the service provision

Minimum level(s) of standards possibly required

The weighting will be out of 100% with 50% attributed to each example. A minimum score of 60 out of 100 overall is required for question 4C.1.2.

Please Note - Any Bidder who fails to achieve the minimum score for this question will be excluded at this stage.

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

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

KPI's for the Provision of Services for Maintenance and Repair of Council Fleet Diesel Fuel Systems will be listed under Section 4.16 within the ITT document (found within the Buyers Attachment area within PCS-T) but may be amended dependant on the specific requirements of the contract throughout the term of 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

20 October 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: 4 (from the date stated for receipt of tender)

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

Date

20 October 2025

Local time

12:00pm

Place

UK, Glasgow

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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: January 2029

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

Electronic invoicing will be accepted

Electronic payment will be used

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

Re SPD Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2 bidders must hold the certificates for Quality Control, Health and Safety and Environmental Management Standards or comply with all the questions noted in SPD Section 4D. Please refer to the 'SPD Statements' doc within the Invitation to Tender document.

Health & Safety – applicants must complete and return the H&S questionnaire found within the Buyers Attachment area within PCS-T.

Freedom of Information Act - Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information they wish the council to consider withholding is specifically indicated on the FOI Certificate found in the Technical Envelope within PCS-T. (NB the council does not bind itself to withhold this information).

Tenderers Amendments - Applicants must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer. Applicants will be required to complete the tenderers amendment certificate found in the Technical Envelope within PCS-T.

Prompt Payment - The successful tenderer shall, as a condition of being awarded the tender, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works 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.

Non – Collusion - Applicants will be required to complete the Non-Collusion certificate contained in the Technical Envelope within PCS-T.

Insurance Mandate - All successful suppliers will be required to sign an Insurance Mandate, which will be issued in conjunction with the award letter authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period.

Terms and Conditions are located within the Buyers Attachments area of the tender portal.

Additional information pertaining to this contract notice is contained within the Invitation To Tender Document. Applicants must ensure they read this and any other tender documents in line with this contract notice.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 30148. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Mandatory Community benefits are included in this requirement. For more information refer to Section 5 of the Invitation to Tender document situated within the Buyers Attachment area of PCS-T.

(SC Ref:810199)

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

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

Glasgow Sheriff Court

PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Email

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

Telephone

+44 1414298888

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Glasgow City Council (“the Council”) must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland) Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of; or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own independent legal advice when they consider appropriate to do so.