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Tender

Provision of Occupational Health - New College Lanarkshire

New College Lanarkshire

F02: Contract notice

Notice identifier: 2025/S 000-062542

Procurement identifier (OCID): ocids-h6vhtk-05a8d4

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Section I: Contracting authority

I.1) Name and addresses

New College Lanarkshire

1 Enterprise Way, Motherwell Campus

Motherwell

ML1 2TX

Email

procurement@nclan.ac.uk

Telephone

+44 3005558080

Country

United Kingdom

NUTS code

UKM84 - North Lanarkshire

Internet address(es)

Main address

<http://www.nclanarkshire.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00461

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

Other type

Education

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Occupational Health - New College Lanarkshire

Reference number

NCL-25-022

II.1.2) Main CPV code

- 75122000 - Administrative healthcare services

II.1.3) Type of contract

Services

II.1.4) Short description

The authority requires a supplier to deliver Occupational Health and Health Surveillance services, including fitness for work assessments, health monitoring, and professional advice to support staff wellbeing.

II.1.5) Estimated total value

Value excluding VAT: £360,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 75122000 - Administrative healthcare services

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

II.2.4) Description of the procurement

The authority requires a supplier to deliver Occupational Health and Health Surveillance services to support staff wellbeing and ensure compliance with statutory health and safety requirements. The service will cover a range of activities,

- Management Referral
- Pre-Employment Assessment and advise on fitness for employment, along with any recommended adjustments. Where necessary obtain medical reports and arrange referrals to medical specialist
- Fitness for Work Assessments
- Provision of specialist OH advice and support to line managers and HR
- Preparation of OH policies, standards and procedures in liaison with clinical governance
- Liaison with NCL personnel and attendance at meetings and events as requested
- Provision of monthly progress reports and interpretation of client management information
- Utilisation of local medical resources to support the service where relevant i.e. OHP, physiotherapist, etc ensuring that a high standard of service is provided
- Providing managers with OH advice on short- and long-term sickness absence cases, outlining in detail rehabilitation and redeployment options where appropriate
- Proactive case management of frequent, short term and long-term absences
- In liaison with the Quality and Clinical Standards team ensuring pathways and clinical protocols for managing frequently occurring conditions e.g. stress, muscular-skeletal symptoms are deployed consistently
- Performing health surveillance and fitness for work health screening
- Deliver annual health promotion campaigns
- Providing advice on health-related Health & Safety legislation including First Aid at Work and Display Screen Equipment

Provision is required across the academic year (August to July)

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The authority reserves the right to extend this contract for a period of 2 x 12 month extensions.

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.

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

Not Applicable

III.1.2) Economic and financial standing

List and brief description of selection criteria

Question 4B.6 of the SPD.

Please complete the questions on financial accounts and supporting information. Successful Tenderer's will be required to provide two years of audited accounts or equivalent prior to award to the Agreement. This information will be used to assess the Tenderers economic and financial standing and is deemed a minimum standard and is mandatory. A fail will result in elimination from the procurement exercise.

Minimum level(s) of standards possibly required

Please refer to question 4B.5 of the SPD

Tenders must confirm they can provide the following support evidence prior to award

Question 4B.5.1b

Employers Liability Insurance – 5,000,000 GBP

Professional Liability Insurance – 5,000,000 GBP

Public Liability Insurance - 5,000,000 GBP

Pass = The Tenderer has the relevant Insurance in place with evidence of an Insurance Certificate or the Tenderer has committed to obtaining the required insurance with evidence of a brokers letter.

Fail = The Tenderer does not have the relevant insurance requirements in place and cannot commit to obtaining the relevant insurance OR the Tenderer has stated they have the relevant insurance in place or can obtain it but is unable to provide evidence to demonstrate this.

Please refer to question 4B.6

To demonstrate and evidence suitable economic standing, successful Contractors will be required to provide 2 years audited accounts or equivalent if awarded the contract

Please refer to question 4B.6 of the SPD

Successful Tenderer's will be required to provide two years of audited accounts or equivalent prior to award to the Agreement. This information will be used to assess the Tenderers economic and financial standing and is deemed a minimum standard and is mandatory. A fail will result in elimination from the procurement exercise

Question 4B.6

Pass = The Tenderer has provided all financial accounts and supporting information requirements outlined in PCS-Tender and has demonstrated satisfactory economic and financial standing.

Fail = The Tenderer has not provided the required financial accounts and supporting information or has provided the information but has not demonstrated satisfactory economic and financial standing

III.1.3) Technical and professional ability

List and brief description of selection criteria

Question 4C.1.2

Bidders are required to provide 2 examples in the last 3 years to demonstrate that they have relevant experience to deliver the services as described.

Question 4C.4

Please provide a statement of the relevant supply chain management and/or tracking systems use as requested below:

Tenderers must confirm prior to award that 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 systems in place to pay contractors through the supply chain promptly and effectively and provide evidence when requested of:

a) their standard payment terms

b) > or equal to 95% of all supply chain invoices being paid on time (in accordance with the terms of the contract) in the last financial year.

If the tenderer is unable to confirm (b) they must provide an improvement plan signed by their director which improves payment performance.

Please confirm on PCS-T that you can meet this requirement and this information shall be provided when requested, prior to award.

Question 4C.6 of the SPD

It is a minimum requirement that any nurse delivering the occupational health service under this contract is registered with the Nursing and Midwifery Council(NMC).

Question 4C.10

Please provide details of the proportion (i.e., percentage) of the contract that you intend to sub-contract.

Tenderers are required to confirm whether they intend to sub-contract or not and, if so, for what proportion of the contract.

This information must be provided on PCS-T with your tender submission as an attachment.

Minimum level(s) of standards possibly required

Question 4C.1.2

Pass = The Tenderer provided 2 examples of relevant experience in the last three years.

Fail = The Tenderer has not provided 2 examples of relevant experience in the last three years or the Tenderer has responded to the request but the examples provided are not relevant.

Question 4C.4

Pass = Tenderer has confirmed that they have access to the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain and will be in a position to provide evidence when requested of a) their standard payment terms and b) > or equal to 95% of all supply chain invoices being paid on time (in accordance with the terms of the contract) in the last financial year.

If unable to confirm, an improvement plan signed by their director which improves

payment performance is provided.

Fail = Tenderer has been unable to confirm a) above and has not provided b) above, when requested.

Question 4C.6 of the SPD

Pass = The Tenderer has provided that staff have the relevant qualifications

Fail = The Tenderer has not provided that any staff have the required qualifications

Question 4C.10

Pass = Tenderer has confirmed whether it intends to subcontract or not and if so, details of proportion of contract sub-contracted are provided.

Fail = Tenderer has failed to answer the question.

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

6 November 2025

Local time

3:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

6 November 2025

Local time

3:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The project code is 24444. For more information see -

www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343

Tender Appendices

Form of Tender

Please complete “Appendix A – Form of Tender and submit with the tender.

Tenderers must complete the Form of Tender. It is for information only and will not be scored but it is a mandatory requirement of this tender.

Freedom of Information

Please complete “Appendix B – Freedom of Information” if applicable and submit with the tender.

This information must only be submitted if applicable. It is for information only and will not be scored.

Sustain Supply Chain Code of Conduct

Please complete “Appendix D – Sustain Supply Chain Code of Conduct” and submit with the tender.

Tenderers must complete the Sustain Supply Chain Code of Conduct. It is for information only and will not be scored but is a requirement of this tender.

General Data Protection Regulation (GDPR)

Please complete “Appendix F – GDPR Contractor Assessment Form” and submit with the tender.

Tenderers must complete the GDPR Contractor Assessment Form. It is for information only and will not be scored but is a requirement of this tender and will be included in the contractual terms.

Serious Organised Crime

Please complete “Appendix G – Declaration of Non-Involvement in Serious Organised Crime” and submit with the tender.

Tenderers must complete the Declaration of Non-Involvement in Serious Organised Crime. It is for information only and will not be scored but is a requirement of this tender and will be included in the contractual terms.

Human Trafficking & Labour Exploitation

Please complete “Appendix H – Declaration of Non-Involvement in Human Trafficking & Labour Exploitation” and submit with the tender. Tenderers must complete the Declaration of Non-Involvement in Human Trafficking & labour Exploitation. It is for information only and will not be scored but is a requirement of this tender and will be included in the contractual terms.

SCM RP: Section 1

Please complete “Appendix I – SCM RP - Section 1” and submit with the tender.

Tenderers must complete SCM RP - Section 1. It is for information only and will not be scored but is a requirement of this tender and will be included in the contractual terms.

School Closure Dates

Please find attached “Appendix J – School Closure Dates 25/26” for information only.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29570. For more information see:

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

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:

Community benefits expected from this contract may include:

-Employment and recruitment – details of any new entrants to the workforce that will be employed as a result of this agreement. Detail whether these may be drawn from priority unemployed groups, graduates, apprenticeships or any other.

-Provision of skills and training opportunities – details of any work placements, work experience, careers events or site visits available as a result of the Agreement.

(SC Ref:802772)

VI.4) Procedures for review

VI.4.1) Review body

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street

Hamilton

ML3 0BT

Country

United Kingdom