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Tender

CT1674 - Clerk of Works Framework Agreement

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2025/S 000-084982

Procurement identifier (OCID): ocds-h6vhtk-05fa89

Published 19 December 2025, 2:45pm

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Contact

Hannah Boutiche

Email

hannahboutiche@icloud.com

Telephone

+44 1314693922

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

CT1674 - Clerk of Works Framework Agreement

II.1.2) Main CPV code

- 71000000 - Architectural, construction, engineering and inspection services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of Edinburgh Council (the Council) requires a Framework Agreement for the provision of Clerk of Works services to support the delivery of the Council's capital construction projects. The Framework Agreement will be utilised by the Councils' Place Development and Regeneration, Housing Service, Capital Programmes Team, Edinburgh Waterfront, Facilities Management, Housing and Homelessness, Sustainable Construction Delivery and Mixed Tenure Improvement Services. This arrangement will provide Clerk of Works resource for service areas delivering both residential and non-residential construction projects. Residential projects will be centred around the Council's affordable house building programme (Development and Regeneration) and potentially in upgrades, refurbishment of existing housing (Housing). Non-residential construction is wider ranging and may include delivery of education, leisure or other buildings being delivered on behalf of the Council through the capital programme. Clerks of Works are used as a quality control resource across construction sites. They attend site daily, on the client's behalf, inspecting progress with construction against the construction drawings. The Council uses general building Clerks of Works as well as those experienced in the installation of mechanical and engineering components and fire safety.

II.1.5) Estimated total value

Value excluding VAT: £5,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 71000000 - Architectural, construction, engineering and inspection services
- 71315400 - Building-inspection services
- 71731000 - Industrial quality control services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The City of Edinburgh Council (the Council) requires a Framework Agreement for the provision of Clerk of Works services to support the delivery of the Council's capital construction projects. The Framework Agreement will be utilised by the Councils' Place Development and Regeneration, Housing Service, Capital Programmes Team, Edinburgh Waterfront, Facilities Management, Housing and Homelessness, Sustainable Construction Delivery and Mixed Tenure Improvement Services. This arrangement will provide Clerk of Works resource for service areas delivering both residential and non-residential construction projects. Residential projects will be centred around the Council's affordable house building programme (Development and Regeneration) and potentially in upgrades, refurbishment of existing housing (Housing). Non-residential construction is wider ranging and may include delivery of education, leisure or other buildings being delivered on behalf of the Council through the capital programme. Clerks of Works are used as a quality control resource across construction sites. They attend site daily, on the client's behalf, inspecting progress with construction against the construction drawings. The Council uses general building Clerks of Works as well as those experienced in the installation of mechanical and engineering components and fire safety.

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

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

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

Part 4: Selection criteria - B: Economic and financial standing – Question 4B.1 - Tenderers are required to have a minimum “general” annual turnover of 800,000 GBP for the last two financial years. Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Part 4: Selection criteria - B: Economic and financial standing – Question 4B.4 - Tenderers will be required provide the following information in response to 4B.4:

- Current ratio for Current Year: 1.15

- Current ratio for Prior Year: 1.15

The formula for calculating a Tenderer’s current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than 1.10. Where a Tenderers’ current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Part 4: Selection criteria - B: Economic and financial standing – Question 4B.5 -
Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- a. Employers (Compulsory) Liability Insurance - 5m GBP
- b. Public Liability Insurance - 10m GBP
- c. Professional Indemnity Insurance - 1m GBP

Where a Tenderer does not hold or commit to obtaining the types and levels of insurance indicated, the Council may exclude the Tenderer from the competition.

III.1.2) Economic and financial standing

List and brief description of selection criteria

As detailed above

III.1.3) Technical and professional ability

List and brief description of selection criteria

Part IV: Selection criteria - D: Quality Assurance Schemes & Environmental Management
Question 4D.1 - It is a mandatory requirement that Tendering Organisations with more than 5 employees have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly. Bidders should confirm that this condition has been met within the response to this question. Where a Bidder does not have a Health & Safety Policy and is required to do so, the Council may exclude the Bidder from the competition.

Part IV: Selection Criteria – Prompt Payment – Question 4C.4 –

It is a mandatory requirement of this Contract that a prompt payment clause is present in all Contracts used in the delivery of the requirements. This ensures payment of sub-contractors at all stages of the supply chain within 30 days and includes an obligation to provide a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance as well as the provision of evidence and reports to the Council on request or as contractually scheduled.

Part IV: Selection Criteria – Living Wage Payment – Question 4C.5 –

Tenderers are asked to confirm that they will pay staff that are involved in the delivery of the contract (including any agency or sub-contractor staff directly involved in the delivery of the contract), at least the real Living Wage. Tenderers should confirm that this condition

will be met within the response to this question. Please note that tenderers who fail to answer “Yes” to this question may not have their tender considered further or proceed to the Price/Quality ratio calculation.

Part IV: Selection Criteria – Environmental Measures – Question 4C.7 –

Tenderers will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence includes but is not limited to:

- A completed copy of “Bidder Priority Contract Climate Change Plan – Blank Template” including planned projects and actions to reduce the Tenderer’s carbon emissions. This does not need to contain calculated carbon emissions.

Where a Tenderer’s response is of a less than the acceptable standard, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 5

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 2026

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

Tender must be valid until: 15 May 2026

IV.2.7) Conditions for opening of tenders

Date

30 January 2026

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: In 2029

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://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=818915.

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.

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.

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:

Community Benefits are applicable to all awards made over 50,000 GBP on the Agreement, tenderers shall be evaluated on the content and method of delivery as outlined within the Instructions to Tenderers and Tenderers submission documents

(SC Ref:818915)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=818915

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

A tenderer that suffers loss as a result of a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or the Court of Session. Post contract award the Sheriff Court or the Court of Session may (1) award damages provided proceedings are brought within 3 months from the date when the grounds for the bringing of the proceedings first arose (2) be entitled to issue an ineffectiveness order or impose a financial penalty on the Council. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the FTS or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.