

**United Kingdom-Dundee: Taxi services**  
**OJ S 98/2017 23/05/2017**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Dundee and Angus College  
Postal address: Kingsway Campus, Old Glamis Road  
Town: Dundee  
NUTS code: UKM21 Angus and Dundee City  
Postal code: DD3 8LE  
Country: United Kingdom  
E-mail: [procurement@dundeeandangus.ac.uk](mailto:procurement@dundeeandangus.ac.uk)  
Telephone: +44 1382834834

**Internet address(es):**

Main address: [www.dundeeandangus.ac.uk](http://www.dundeeandangus.ac.uk)  
Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00221](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00221)

**I.1. Name and addresses**

Official name: University of Abertay  
Postal address: Bell Street  
Town: Dundee  
NUTS code: UKM21 Angus and Dundee City  
Postal code: DD1 1HG  
Country: United Kingdom  
E-mail: [procurement@abertay.ac.uk](mailto:procurement@abertay.ac.uk)  
Telephone: +44 1382308995

**Internet address(es):**

Main address: <http://www.abertay.ac.uk>  
Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00103](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00103)

**I.1. Name and addresses**

Official name: Angus Council  
Postal address: Angus House, Orchardbank Business Park  
Town: Forfar  
NUTS code: UKM21 Angus and Dundee City  
Postal code: DD8 1AX  
Country: United Kingdom  
E-mail: [procurement@angus.gov.uk](mailto:procurement@angus.gov.uk)  
Telephone: +00 443452777778

**Internet address(es):**

Main address: <http://www.angus.gov.uk/>

Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00236](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00236)

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

Official name: University of Dundee

Postal address: Procurement, 3rd Floor, Tower Building, Nethergate

Town: Dundee

NUTS code: UKM21 Angus and Dundee City

Postal code: DD1 4HN

Country: United Kingdom

E-mail: [a.m.tough@dundee.ac.uk](mailto:a.m.tough@dundee.ac.uk)

Telephone: +44 1382386811

#### **Internet address(es):**

Main address: <http://www.dundee.ac.uk>

Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00105](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00105)

### **I.2. Information about joint procurement**

The contract involves joint procurement

### **I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <http://www.publiccontractsscotland.gov.uk/>

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

Body governed by public law

### **I.5. Main activity**

Education

## **Section II: Object**

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

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

Taxi Services and Private Transfers.

Reference number: 2017/DAC/ITT3

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

60120000 Taxi services

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

Services

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

Dundee and Angus College have a requirement for taxi services for students and staff. Any framework that follows is open to local partners and includes a lot for private transfers.

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

#### **II.1.6.**

## **Information about lots**

This contract is divided into lots: yes  
Tenders may be submitted for all lots

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

#### **II.2.1. Title**

Taxi Services — Dundee  
Lot No: 1

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

60120000 Taxi services

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

NUTS code: UKM2 Eastern Scotland

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

Dundee and Angus College, and partners, have a requirement for Taxi Services.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

#### **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 has the sole option to extend the Framework Agreement for up to 24 months.

#### **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**

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

#### **II.2.1. Title**

Taxi Services — Angus  
Lot No: 2

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

60120000 Taxi services

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

NUTS code: UKM2 Eastern Scotland

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

Taxi Services.

**II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6. Estimated value**

**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 has the sole option to extend the Framework Agreement for up to 24 months.

**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**

**II.2. Description**

**II.2.1. Title**

Private transfers

Lot No: 3

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

34115200 Motor vehicles for the transport of fewer than 10 persons, 34120000 Motor vehicles for the transport of 10 or more persons, 60100000 Road transport services, 60112000 Public road transport services, 60130000 Special-purpose road passenger-transport services

**II.2.3. Place of performance**

NUTS code: UKM Scotland

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

Private transfers that will include airport transfers.

**II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6. Estimated value**

**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 has the sole option to extend the Framework Agreement for up to 24 months.

**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**

## **Section III: Legal, economic, financial and technical information**

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### **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:

ESPD 4A.1

If the bidder is UK based they should hold a valid registration with Companies House.

If the bidder is UK based but not registered with Companies House they must be able to demonstrate to the Councils satisfaction that they are trading under the Company name and at the address stated in the tender submission.

ESPD 4A.2

It is a requirement for this contract that Contractors or those engaged by the Contractor to carry out the Contracted shall be the holder of the appropriate licences issued by Dundee City Council and/or Angus Council. These licences are:

taxi operator licence, taxi driver licence,

private hire car operator licence, private hire car driver licence,

taxi and private hire booking office licence.

All of these licences are not required but those appropriate to the service being provided must be held. If the appropriate licences are not held the bidder will be excluded from the tender process.

Protecting Vulnerable Groups (PVG) membership scheme.

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

List and brief description of selection criteria:

Evidence of insurance is required such as a 'To Whom It May Concern' letter with your submission. Those who commit to obtain minimum insurance if successful must evidence insurance prior to framework award.

Please refer to question within 4B.6 of the ESPD to confirm.

The successful contractor(s) may be required to provide 2 years audited accounts, or equivalent if awarded to the Framework Agreement.

Alternatively, if you are unable to provide the required accounting information — e.g. a new business without the required accounts, please provide a banker's letter demonstrating their willingness to support your organisation over the term of the Framework Agreement.

Bidders will be required to state the annual turnover of the bidding entity for the last 3 years (ESPD 4B1.1).

Where turnover information is not available for the time period requested, the bidder will be required to state the date on which they were set up / started trading. (ESPD 4B.3).

Minimum level(s) of standards possibly required:

The following levels of insurance cover are required and evidence should be provided if in place.

Employer's Liability Insurance = 5 000 000 GBP,

Public Liability Insurance = 5 000 000 GBP.

Motor Vehicle Insurance. Insurance cover for each vehicle used to perform this contract must be insured for private hire and reward.

Annual Turnover = 40 000 GBP.

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

List and brief description of selection criteria:

Drivers and vehicles licensed with local Councils (Angus and/or Dundee City).

Protecting Vulnerable Groups (PVG) membership scheme.

Dundee and Angus College Course — Introduction to the Role of the Professional Taxi and Private Hire (to be completed within 6 months).

Suitable wheelchair accessible vehicles and booking facilities.

2 satisfactory references for delivery of required services within last 3 years (4C to be completed).

Minimum level(s) of standards possibly required:

Evidence to be included with submission.

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

### **III.2.1. Information about a particular profession**

Execution of the service is reserved to a particular profession Reference to the relevant law, regulation or administrative provision:

Taxi drivers and companies registered with Angus Council and/or Dundee City Council.

Dundee and Angus College Course — Introduction to the Role of the Professional Taxi and Private Hire (to be completed within 6 months).

Protecting Vulnerable Groups (PVG) membership scheme.

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

Submission of Management Information.

Following commencement of the Framework Agreement, the Contractor will provide a performance report to the Authority on a quarterly basis to include spend by institution under the Framework Agreement for the reporting period.

Contractors must provide the information on a quarterly basis, within 10 working days following the start of each quarter. Data must be returned to [procurement@dundeeandangus.ac.uk](mailto:procurement@dundeeandangus.ac.uk) using the template provided (template shall be provided during the lead-in period). If there has been no spend for the quarter then this will still require to be confirmed.

### **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**

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### **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: 18

#### **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 in the OJ S: [2017/S 065-122313](#)

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

Date: 06/06/2017 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **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: 06/06/2017 Local time: 13:00

Place:

Dundee and Angus College.

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published:  
2019-2021.

### **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**

Terms and Conditions

<https://dundeeandangus.ac.uk/about-us/procurement/information-for-suppliers/>

Tenderers must agree to the terms and conditions or raise any issues prior to tender deadline.

Appendix A — Form of Tender

Tenderers must sign Appendix A — Form of Tender prior to award to confirm that their Tender Response is a complete, true and accurate submission.

Appendix B — Freedom of Information

Please confirm that you will be in a position to complete (prior to award) Appendix B — Freedom of information (if applicable).

This information should only be submitted if applicable at point of award. It is for information only and will not be scored.

#### Appendix C — Equality and Diversity Policy

Tenderers must adhere to Appendix C — Equality and Diversity Policy.

#### Appendix D — APUC Supply Chain Code of Conduct

The Authority utilises a Supply Chain Code of Conduct which sets out its expected standards for its supply chain in social, ethical and environmental compliance.

Tenderers must complete Appendix D — Supply Chain Code of Conduct prior to award to assist in achieving its objectives.

#### Appendix E — Non Involvement in Serious Organised Crime Declaration

This document — Appendix E — must be returned and signed with completed tender documents.

#### Appendix F — Health, Safety and Well-Being Policy

Tenderers must adhere to Appendix F — Health, Safety and Well-Being Policy.

#### Invitation to Tender

Schedules to Tender must be completed and returned with submission.

2D.1.2 The Authority reserves the right to request completed ESPD for all subcontractors.

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.

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at [http://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=496021](http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=496021).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [http://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](http://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: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

The Contractor will work with the Authority to deliver Community benefits or social value where they are identifiable throughout the term of the Framework Agreement. Examples of Community benefits or social value are providing training opportunities to staff and students, apprenticeships and investment in the local community.

(SC Ref:496021)

Download the ESPD document here: [http://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=496021](http://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=496021)

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

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

Official name: Dundee and Angus College

Postal address: Kingsway Campus, Old Glamis Road

Town: Dundee

Postal code: DD3 8LE

Country: United Kingdom

Telephone: +44 1382834834

Internet address: [www.dundeeandangus.ac.uk](http://www.dundeeandangus.ac.uk)

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

Precise information on deadline(s) for review procedures:

The Authority will incorporate a minimum 10 calendar day Standstill Period following electronic notification (minimum of 15 calendar days for any other means of communication) to unsuccessful applicants of the award decision. 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 the Court of Session.

#### **VI.5. Date of dispatch of this notice**

19/05/2017