

**United Kingdom-Kilwinning: Building surveying services**

OJ S 152/2016 09/08/2016

**Contract notice  
Services****Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Accountant in Bankruptcy

Postal address: 1 Pennyburn Road

Town: Kilwinning

NUTS code: UKM33 East Ayrshire and North Ayrshire mainland

Postal code: KA13 6SA

Country: United Kingdom

Contact person: Brendan Little

E-mail: [brendan.little@gov.scot](mailto:brendan.little@gov.scot)

Telephone: +44 3002002600

Fax: +44 3002002601

**Internet address(es):**Main address: <http://www.aib.gov.uk>Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00233](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00233)**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 abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.publictendersscotland.publiccontractsscotland.gov.uk>**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Economic and financial affairs

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

Provision of a Chartered Surveyor Service to Accountant in Bankruptcy.

Reference number: AiB 2016/3

**II.1.2.**

**Main CPV code**

71315300 Building surveying services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

Provision of a Chartered Surveyor Service to Accountant in Bankruptcy for the period 1.11.2016 to 31.10.2018. The Contracting Authority may, by giving notice to the Provider, extend the period of the Contract to a date falling no later than 31.10.2020. Subject to that constraint, the Contracting Authority may extend the period of the Contract on more than 1 occasion.

**II.1.5. Estimated total value**

Value excluding VAT: 360 000,00 GBP

**II.1.6. Information about lots**

This contract is divided into lots: no

**II.2. Description****II.2.2. Additional CPV code(s)**

71315300 Building surveying services

**II.2.3. Place of performance**

NUTS code: UKM Scotland

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

Provision of a Chartered Surveyor Service to Accountant in Bankruptcy.  
Service type not suited to Lotting as contract management arrangements for this would be onerous for the Contracting Authority in relation the complexity, size, value and scope of the requirement.

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 60 %

Price - Weighting: 40 %

**II.2.6. Estimated value**

Value excluding VAT: 360 000,00 GBP

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

Start: 01/11/2016 End: 31/10/2018

This contract is subject to renewal: yes

Description of renewals:

The Contracting Authority may, by giving notice to the Provider, extend the period of the Contract to a date falling no later than 31.10.2020. Subject to that constraint, the Contracting Authority may extend the period of the Contract on more than 1 occasion.

**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**

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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:

Please refer to these statements when completing section 4A of the ESPD (Scotland).

Statement for 4A.1 and 4A.1.1:

If required by the member state bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

Statement for 4A.2:

Where it is required within a bidder's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service. Bidders must confirm if they hold the particular authorisation or memberships.

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

List and brief description of selection criteria:

Please refer to these statements when completing section 4B of the ESPD (Scotland).

Statement for 4B.2.2 and 4B.2.3:

Bidders will be required to have an average yearly turnover of a minimum of 250 000 GBP in the business area covered by the contract for the last 3 years.

Statement for 4B.3:

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

Statement for 4B.4: Bidders will be required to state the value for the following financial ratios:

Current Ratio (current assets divided by current liabilities): Minimum of 0,95;

Gross Profit Ratio (gross profit margin gross profit divided by net sales/revenue): Minimum of 15 %;

Return on Assets (net income (after tax but before dividends/distributions) divided by total assets): Minimum of 20 %;

Debt Ratio (total borrowing/debt divided by total assets): Minimum of 100 %;

Statement for 4B.5.1 and 4B.5.2: It is a requirement of this contract that bidders hold or can commit to obtain prior to the commencement of any subsequently awarded contract, the types of insurance indicated below.

Employer's (Compulsory) Liability Insurance = 5 000 000 GBP;

Public Liability Insurance = 1 000 000 GBP;

Professional Indemnity Insurance = 1 000 000 GBP.

<http://www.hse.gov.uk/pubns/hse40.pdf>

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

Minimum level(s) of standards possibly required:

Statement for 4C.1.2:

Bidders will be required to provide example that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4) of the OJEU Contract Notice or the relevant section of the Site Notice.

Statement for 4.C.6:

Bidders will be required to confirm that they and/or the service provider have the following relevant educational and professional qualifications:

Royal Institute of Chartered Surveyors (RICS) Regulated.

Note: Suppliers must be able to evidence service providers are Regulated by Chartered Royal Institute of Chartered Surveyor (RICS) or equivalent or can evidence being in the process of arranging Regulation at contract commencement.

Statement for 4C.8a:

Bidders will be required to confirm their average annual manpower for the last 3 years.

Statement for 4C10:

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Statement for Part IV) Selection criteria: There is no requirement to use 'D: Quality Assurance Schemes and Environmental Management Standards' and 'E. Global Question for All Selection Criteria' for this procurement exercise.

Statement for Part V) Reduction of the number of qualified candidates: There is no requirement to use Part V)

### **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:

Regulated by Chartered Royal Institute of Chartered Surveyor (RICS) or equivalent.

#### **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**

#### **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: 05/09/2016 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: 3 (from the date stated for receipt of tender)

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

Date: 05/09/2016 Local time: 12:00

## 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:

1.4.2017, should the period of the contract not be extended beyond the initial 2 year period.

1.4.2019 should the option to extend be utilised to it's maximum 2 additional years.

### VI.3. Additional information

ESPD will be scored on a pass/fail basis with the exception of Question references 4C.1.2, and 4C.8 which shall be scored within the 'Evaluation Criteria for Selection Stage' shown further below:

The questions within this ESPD are not weighted.

Should any question subject to 'pass/fail' scoring be scored 'fail' the entire bid shall be set aside and shall take no further part in the competition.

Should any question subject to the 'Evaluation Criteria for Selection Stage' as shown below be marked below '2 — Acceptable' the bid may be set aside and may take no further part in the competition.

Evaluation Criteria for Selection Stage:

0 — Unacceptable — Nil or inadequate response. Fails to demonstrate previous experience /capacity/capability relevant to this criterion.

1 — Poor — Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience/ capacity/capability.

2 — Acceptable- Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature.

3 — Good — Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

4 — Excellent — Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills /capacity/capability relevant to providing similar services to similar clients.

Question Scoring Methodology for Award Criteria outlined in Invitation to Tender:

0 — Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 — Poor. Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 — Acceptable. Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 — Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 — Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

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=457019](http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=457019)

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>  
(SC Ref:457019).

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

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

Official name: Accountant in Bankruptcy

Postal address: 1 Pennyburn Road

Town: Kilwinning

Postal code: KA13 6SA

Country: United Kingdom

Telephone: +44 3002002600

Fax: +44 3002002601

Internet address: <http://www.aib.gov.uk>

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

04/08/2016