

United Kingdom-Edinburgh: Supply services of personnel including temporary staff

OJ S 199/2013 12/10/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: The Scottish Ministers acting through Scottish Procurement

Postal address: Area 3-F North, Victoria Quay

Town: Edinburgh

Postal code: EH6 6QQ

Country: United Kingdom

Contact person: SPCD

For the attention of: Diane Archer

E-mail: diane.archer@scotland.gsi.gov.uk

Telephone: +44 1312443670

Internet address(es):General address of the contracting authority: <http://www.scotland.gov.uk/Topics/Government/Procurement>Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10622Electronic access to information: <http://www.publictendersscotland.publiccontractsscotland.gov.uk/>Electronic submission of tenders and requests to participate: <http://www.publictendersscotland.publiccontractsscotland.gov.uk/>**Additional information can be obtained from:**

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address**I.2. Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

I.3. Main activity

General public services

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: National Records of Scotland

Official name: Historic Scotland

Official name: Disclosure Scotland

Official name: Registers of Scotland

Official name: Scottish Qualification Authority

Official name: Scottish Courts Service

Official name: Scottish Prison Service

Official name: Transport Scotland

Official name: The Scottish Government Core Directorates
Official name: Highlands and Islands Enterprise
Official name: Crown Office & Procurator Fiscal Service
Official name: Scottish Police Authority
Official name: National Museums of Scotland
Official name: Scottish Children's Reporter Administration
Official name: Scottish Enterprise
Official name: Scottish Environment Protection Agency
Official name: Scottish Legal Aid Board
Official name: Scottish Natural Heritage
Official name: Skills Development Scotland
Official name: Visit Scotland
Official name: Aberdeen City Council
Official name: Aberdeenshire Council
Official name: Angus Council
Official name: Argyll and Bute Council
Official name: City of Edinburgh Council
Official name: Clackmannanshire Council
Official name: Comhairle nan Eilean Siar
Official name: Dumfries and Galloway Council
Official name: Dundee City Council
Official name: East Ayrshire Council
Official name: East Dunbartonshire Council
Official name: East Lothian Council
Official name: East Renfrewshire Council
Official name: Falkirk Council
Official name: Fife Council
Official name: Glasgow City Council
Official name: Highland Council
Official name: Inverclyde Council
Official name: Midlothian Council
Official name: Moray Council, The
Official name: North Ayrshire Council
Official name: North Lanarkshire Council
Official name: Orkney Islands Council
Official name: Perth and Kinross Council
Official name: Renfrewshire Council
Official name: Scottish Borders Council
Official name: Shetland Islands Council
Official name: South Ayrshire Council
Official name: South Lanarkshire Council
Official name: Stirling Council
Official name: West Dunbartonshire Council
Official name: West Lothian Council
Official name: Central Scotland Fire and Rescue Service
Official name: Dumfries and Galloway Fire and Rescue Service
Official name: Fife Fire and Rescue Service
Official name: Grampian Fire and Rescue Service
Official name: Highlands and Islands Fire and Rescue Service
Official name: Lothian and Borders Fire and Rescue Service

Official name: Strathclyde Fire and Rescue Service
Official name: Tayside Fire and Rescue Service
Official name: Golden Jubilee Hospital (National Waiting Times Centre Board)
Official name: NHS 24
Official name: NHS Ayrshire and Arran
Official name: NHS Borders
Official name: NHS Dumfries and Galloway
Official name: NHS Education for Scotland
Official name: NHS Fife
Official name: NHS Forth Valley
Official name: NHS Grampian
Official name: NHS Greater Glasgow and Clyde
Official name: NHS Health Scotland
Official name: NHS Highland
Official name: NHS Lanarkshire
Official name: NHS Lothian
Official name: NHS Orkney
Official name: Healthcare Improvement Scotland
Official name: NHS Shetland
Official name: NHS Tayside
Official name: NHS Western Isles
Official name: Scottish Ambulance Service
Official name: The Common Services Agency for the Scottish Health Service
Official name: The State Hospital for Scotland
Official name: Aberdeen College
Official name: Adam Smith College
Official name: Angus College
Official name: Anniesland College
Official name: Ayr College
Official name: Banff and Buchan College
Official name: Barony College
Official name: Borders College
Official name: Cardonald College
Official name: Carnegie College
Official name: Central College of Commerce
Official name: Clydebank College
Official name: Coatbridge College
Official name: Cumbernauld College
Official name: Dumfries and Galloway College
Official name: Dundee College
Official name: Edinburghs Telford College
Official name: Elmwood College
Official name: Forth Valley College
Official name: Glasgow College of Nautical Studies
Official name: Glasgow Metropolitan College
Official name: Inverness College
Official name: James Watt College
Official name: Jewel and Esk College
Official name: John Wheatley College
Official name: Kilmarnock College

Official name: Langside College
Official name: Lews Castle College
Official name: Moray College
Official name: Motherwell College
Official name: Newbattle Abbey College
Official name: North Glasgow College
Official name: North Highland College
Official name: Oatridge College
Official name: Orkney College
Official name: Perth College
Official name: Reid Kerr College
Official name: Sabhal Mor Ostaig
Official name: Shetland College
Official name: South Lanarkshire College
Official name: Stevenson College
Official name: Stow College
Official name: West Lothian College
Official name: Edinburgh College of Art
Official name: Edinburgh Napier University
Official name: Glasgow Caledonian University
Official name: Glasgow School of Art
Official name: Heriot-Watt University
Official name: Queen Margaret University
Official name: Robert Gordon University
Official name: Royal Scottish Academy of Music and Drama
Official name: Scottish Agricultural College
Official name: UHI Millennium Institute
Official name: University of Aberdeen
Official name: University of Abertay Dundee
Official name: University of Dundee
Official name: University of Edinburgh
Official name: University of Glasgow
Official name: University of St Andrews
Official name: University of Stirling
Official name: University of Strathclyde
Official name: University of the West of Scotland
Official name: Cairngorms National Park Authority
Official name: Office of Scottish Charity Regulator
Official name: Forestry Commission Scotland
Official name: Audit Scotland

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

Provision of Temporary and Interim Staff Services - Catering/Manual - West.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 22: Personnel placement and supply services

Main site or place of performance: West of Scotland (including Argyll & Bute, North, East & South Ayrshire, South Lanarkshire, Dumfries & Galloway).

NUTS code UKM Scotland

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with several operators

Number Envisaged maximum number of participants to the framework agreement: 3

Duration of the framework agreement

Duration in years: 4

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 111 000 GBP

II.1.5. Short description of the contract or purchase(s)

This agreement is for the supply of Temporary Catering/Manual Staff Services to Public Sector organisations in the West of Scotland (including Argyll & Bute, North, East and South Ayrshire, South Lanarkshire and Dumfries & Galloway).

The framework agreement will be available for use by the Scottish Ministers (including Agencies), Scottish Non-Departmental Public Bodies, offices in the Scottish Administration which are not ministerial offices, cross-border public authorities within the meaning of section 88(5) of the Scotland Act 1998, the Scotland Office, the Scottish Parliamentary Corporate Body, councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994, the Scottish Fire and Rescue Service, the Scottish Police Authority, Scottish National Park authorities, bodies registered as social landlords under the Housing (Scotland) Act 2001, Scottish health boards or special health boards, Student Loans Company Limited, the Forestry Commission, the Commissioner of Northern Lighthouse operating as the Northern Lighthouse Board, Scottish Futures Trust, Equality and Human Rights Commission, Business Stream Ltd, the Business Gateway National Unit at the Convention of Scottish Local Authorities, further or higher education institutions being fundable bodies within the meaning of section 6 of the further and Higher Education (Scotland) Act 2005, any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by one or more of the foregoing, bodies financed wholly or mainly by one or more of the foregoing, bodies subject to management supervision by one or more of the foregoing and bodies more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, being appointed by one or more of the foregoing. In addition to the contracting authorities listed, the framework agreement will be available to charities entered on the Scottish Charity Register and voluntary organisations entered on the Membership Database of the Scottish Council for Voluntary Organisations. Information about agencies of the Scottish Ministers and offices in the Scottish Administration which are not ministerial offices is available at:

<http://www.scotland.gov.uk/About/Information/FOI/19260/18085>

Scottish Non-Departmental Public Bodies are listed at:

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>

Information about the Review of Public Procurement in Scotland and links to the other Centres of Expertise are available at:

<http://www.scotland.gov.uk/Topics/Government/Procurement>

NOTE: The authority is using PCS-Tender to carry out this procurement process. Please note this is a separate website and if you are not already registered, registration will be required

To access PCS-Tender, record your interest in this notice and access the tender documentation please visit <https://www.publictendersscotland.publiccontractsscotland.gov.uk> and search for project Code project_1441 within the appropriate area.

If you have already registered on Public Contracts Scotland and PCS-Tender and paired your accounts you can access PCS-Tender through your Public Contracts Scotland Control Panel.

II.1.6. CPV code(s)

79620000 Supply services of personnel including temporary staff

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Estimated value excluding VAT: 111 000 GBP

II.2.2. Information about options

Options: yes

Description of options: There will be an option to extend the initial 3 year framework by 1 year.

II.2.3. Information about renewals

This contract is subject to renewal: no

II.3. Duration of the contract or time limit for completion

Duration in months: 48 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Guarantees may be required from parent companies and from banks. Also, insurance for professional indemnity, employer and 3rd party liability is required.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

This will be covered in the Invitation to Tender.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Consortia must nominate a prime or lead contractor to deal with Scottish Ministers on all matters relating to this procurement. If successful, consortium bidders will be required to accept joint and several liability.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession.

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.

(6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

III.2.2. Economic and financial ability

List and brief description of conditions: (1) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.

III.2.3. Technical and professional ability

List and brief description of conditions:

(1) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;

(2) A statement of the principal goods sold or services provided by the supplier or the services provider in the past 3 years, detailing the dates on which the goods were sold or the services provided; the consideration received; the identity of the person to whom the goods were sold or the services were provided

(3) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures;

(4) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities;

(5) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

(6) A statement of the technicians or technical services available to the candidate to carry out the work under the contract; or be involved in the production of goods or the provision of services under the contract; particularly those responsible for quality control, whether or not they are independent of the candidate.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

III.3.2. Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 6

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

SP-13-021

IV.3.2. Previous publication concerning this procedure

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

IV.3.4. Time limit for receipt of tenders or requests to participate

11.11.2013 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

6.2.2014

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: In 4 years.

VI.2. Information about European Union funds

VI.3. Additional information

In addition to the contracting authorities listed at II.1.4 above, the framework agreement will be available to charities entered on the Scottish Charity Register and voluntary organisations entered on the Membership Database of the Scottish Council for Voluntary Organisations.

(SC Ref:277608)

(SC Ref:277897)

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2012 may bring proceedings in the Sheriff Court or the Court of Session.

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

10.10.2013