

United Kingdom-Newtown St Boswells: Motor vehicles

OJ S 241/2016 14/12/2016

Contract notice

Supplies

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Scottish Borders Council

Postal address: Council Headquarters

Town: Newtown St Boswells

NUTS code: UK United Kingdom

Postal code: TD6 0SA

Country: United Kingdom

E-mail: procurement@scotborders.gov.uk

Telephone: +44 1835824000

Fax: +44 1835825150

Internet address(es):

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

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00394

I.1. Name and addresses

Official name: Eildon Housing Association

Postal address: The Weaving Shed, Ettrick Mill, Dunsdale Road

Town: Selkirk

NUTS code: UKM24 Scottish Borders

Postal code: TD7 5EB

Country: United Kingdom

E-mail: enquiries@eildon.org.uk

Telephone: +44 1750725900

Internet address(es):

Main address: <http://www.eildon.org.uk>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11283

I.1. Name and addresses

Official name: Live Borders

Postal address: Melrose Road

Town: Galashiels

NUTS code: UKM24 Scottish Borders

Postal code: TD1 2DU

Country: United Kingdom

E-mail: enquiries@liveborders.org.uk

Telephone: +44 01896661166

Fax: +44 01896661177

Internet address(es):

Main address: <http://www.liveborders.org.uk/>

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: www.publiccontractsscotland.publiccontractsscotland.gov.uk

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.
publiccontractsscotland.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.publiccontractsscotland.gov.uk)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: www.publiccontractsscotland.publiccontractsscotland.gov.uk

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**

Provision of Short Term and Adhoc Vehicle Hire.
Reference number: SBC/CPS/1179

II.1.2. Main CPV code

34100000 Motor vehicles

II.1.3. Type of contract

Supplies

II.1.4. Short description

Provision of Short Term and Adhoc Vehicle Hire.

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**

Van Hire
Lot No: 5

II.2.2. Additional CPV code(s)

34100000 Motor vehicles

II.2.3. Place of performance

NUTS code: UKM24 Scottish Borders

II.2.4. Description of the procurement

Lot 5 — Hire of vans.

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: 48

This contract is subject to renewal: yes

Description of renewals:

Option to extend by of 2 x 12 month.

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

Suppliers may be excluded from this competition if they do not comply with regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2. Description

II.2.1. Title

People Carriers (6-10 Seats) Hire

Lot No: 2

II.2.2. Additional CPV code(s)

34100000 Motor vehicles

II.2.3. Place of performance

NUTS code: UKM24 Scottish Borders

II.2.4. Description of the procurement

Lot 2 — is for the hire of People Carrier vehicles with a 6-10 seating capacity.

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: 48

This contract is subject to renewal: yes

Description of renewals:

Option to extend by 2 x 12 month.

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

Suppliers may be excluded from this competition if they do not comply with regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2. Description

II.2.1. Title

Small Medium and Large Cars Hire
Lot No: 1

II.2.2. Additional CPV code(s)

34100000 Motor vehicles

II.2.3. Place of performance

NUTS code: UKM24 Scottish Borders

II.2.4. Description of the procurement

Lot 1 is for the hire of Small, Medium & Large Cars.

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

Value excluding VAT: 600 000,00 GBP

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

Duration in months: 48
This contract is subject to renewal: yes
Description of renewals:
Option to extend by of 2 x 12 month.

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

Suppliers may be excluded from this competition if they do not comply with regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2. Description

II.2.1. Title

Minibuses (16+ seats) Hire
Lot No: 3

II.2.2. Additional CPV code(s)

34100000 Motor vehicles

II.2.3. Place of performance

NUTS code: UKM24 Scottish Borders

II.2.4. Description of the procurement

Lot 3 Minibuses Hire with seating capacity of 16+ seats.

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: 48
This contract is subject to renewal: yes
Description of renewals:
Option to extend by 2 x 12 month.

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 do not comply with regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2. Description

II.2.1. Title

4x4 Pickup/ Towbar/Standard Cab Hire
Lot No: 4

II.2.2. Additional CPV code(s)

34100000 Motor vehicles

II.2.3. Place of performance

NUTS code: UKM24 Scottish Borders

II.2.4. Description of the procurement

Lot 4 — the hire of 4x4 Pickup/ Towbar/Standard Cab.

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: 48

This contract is subject to renewal: yes

Description of renewals:

Option to extend by of 2 x 12 month.

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

Suppliers may be excluded from this competition if they do not comply with 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:

III. 1.1 of the notice is not applicable to this procurement exercise.

III.1.2. Economic and financial standing

List and brief description of selection criteria:

In accordance with Regulation 59(12) as this proposed Framework Agreement is divided into Lots these Economic and financial Standing selection criteria apply separately in relation to each lot.

Should none of the following be satisfactory the Collaborating Bodies have the right to exclude the tenderer from the tender process.

Minimum level(s) of standards possibly required:

This section refers to Section B Part IV of the ESPD (Scotland).

The Collaborating Bodies will access a Creditsafe report for a Tenderers organisation and use the information contained within to assist with the assessment of the Tenderers Economic and Financial Standing. In the event that this analysis is unavailable or unsatisfactory the Collaborating Bodies will request the following information:

A copy of the organisation's audited accounts or equivalent for the most recent 2 years along with details of any significant changes since the last year end

or

a statement of the organisation's turnover profit and cash flow for the recent full year of trading or where a full year trading has not been completed the same information for the period applicable

or

A statement of their organisation's cash flow forecast for the current year and a letter from the organisation's bank outlining the current cash and credit position or other alternative means of demonstrating financial standing.

In the event that analysis of your financial position determines that additional measures are necessary in order to provide assurance of your financial strength, you may or may not be required to provide either a parent company guarantee or bank guarantee.

Should none of the above be satisfactory to the Collaborating Bodies have the right to exclude the tenderer from the tender process.

Insurance Requirements (ESPD Scotland) Question 4B5.1

It is a requirement of the contracts to be procured under the proposed framework agreement that tenderers hold or can commit to obtain prior to the commencement of any subsequently awarded contract the types and levels of insurance indicated below:

All Lots.

Employers Liability Insurance- minimum of 5 000 000 GBP each and every claim.

Public Liability Insurance — minimum level of 5 000 000 GBP each and every claim.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

1. Relevant examples of previous supplies or services.
2. Subcontracting;
3. Quality Management Procedures — for information only;
4. Environmental Management Systems or standards — for information only.

In accordance with Regulation 59(12) as this proposed Framework agreement is divided into lots these technical and professional ability selection criteria apply separately to each individual lot.

Minimum level(s) of standards possibly required:

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

4C.1.2 please provide relevant examples of supplies and/or services carried out during the last three years as specified in the Contract Notice:

(Examples from both public and/or private sector customers and clients may be provided):

Bidders will be required to provide examples 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 4C.10 bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

4D.1 Quality Management Procedures

Please note the following will be evaluated for information only no score will be applied to the responses:

The tenderer has a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent).

or

A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has, and continues to implement, a quality management policy that is authorised by their Chief Executive, or equivalent, which is periodically reviewed at a senior management level. The policy must be relevant to the nature

and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

4D.2 Environmental Management Systems or Standards

The tenderer has a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate.
or

A regularly reviewed documented policy regarding environmental management, authorised by the Chief Executive, or equivalent. This policy must include and describe the bidder's environmental emergency response procedures, including the preparedness and response procedures for potential accidents and emergency response situations that give rise to significant environmental impacts (for example hazardous substances spill control)

Statement for Part IV: Selection Criteria: There is no requirement to use section 'E' global question for all selection criteria for this procurement exercise.

III.2. Conditions related to the contract

III.2.2. Contract performance conditions

Information concerning Contract Performance conditions are contained within the ITT document.

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: 7

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: 30/01/2017 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: 3 (from the date stated for receipt of tender)

IV.2.7.

Conditions for opening of tenders

Date: 30/01/2017 Local time: 12:00

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

The initial contract period is for 24 months with an option to extend for a further 2 x 12 month.

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

Tenderers are advised that the envisaged maximum number of participants to the proposed framework agreement as set out in section IV-3 of this contract notice is indicative. The Collaborating Bodies reserves the right to appoint more or less than this if to do so.

Contract Management and KPIs

Detailed in the specification Suppliers are required to provide management information on a monthly basis.

Management Information requires a statement for services provided for each of the Collaborating Bodies

Question Scoring methodology for Selection Criteria- Pass/Fail (ESPD)

Award Criteria Questions as detailed in the Invitation to Tender documents.

Award Scoring Methodology will be the following-

Technical Scoring Guidance

Technical responses will be evaluated using the following methodology:

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

1 Poor Response is partially relevant and 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.

Non-Involvement in Serious Organised Crime:

Suppliers should note that when it is judged by the Lead Collaborating Body (at their sole discretion) to be appropriate it will collaborate with the relevant bodies (including Police Scotland) to actively share significant elements of information provided and detailed in this response.

The Collaborating Bodies will require the following documentation to be provided upon request and following the tender deadline date.

Evidence of your company's insurance certification detailing the required level of insurance as per the levels stated within the Contract Notice.

1 Form of Tender

2 Certificate of Non Collusion, Canvassing and Declaration

3 Freedom of Information

4 Parent Company Guarantee (where determined from the financial review a Parent Company Guarantee or bank guarantee maybe requested)

5 Serious Organised Crime Declaration

6 Employers Insurance and Public Liability Insurance certificates

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 7049. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The Contracting Authority does not intend to include a sub-contract clause in this contract.

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 provision of employment and training opportunities;

Work experience for young people and unemployed people;

How they will support SME's, social enterprise and supported businesses;

The type of support they will provide for schools and colleges;

How they will engage with and support community groups and projects;

Tenderers must provide details of who will be responsible for monitoring and delivery of the community benefit requirements.

Suppliers will be expected to deliver community benefits proportionate to the cumulative value of their individual contract and the requirement to deliver community benefits will be introduced when the cumulative spend for a contractor reaches 50 000 GBP.

(SC Ref:465913).

VI.4. Procedures for review

VI.4.1. Review body

Official name: Scottish Borders Council

Postal address: Council Headquarters

Town: Newtown St Boswells

Postal code: TD6 0SA

Country: United Kingdom

Telephone: +44 1835824000

Fax: +44 1835825150

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

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

Scottish Borders Council will incorporate a minimum of 10 calendar day standstill period at the point of information on the award of the contract is communicated to tenderers. The Public Contracts (Scotland) Regulations 2015 (SSI, 2015 No 446) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rule to take action in the Sheriff Court or Court of Session. An claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published on the OJEU or within 30 days of the date the 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.

VI.5. Date of dispatch of this notice

09/12/2016