

United Kingdom-Kilwinning: Legal services

OJ S 194/2019 08/10/2019

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Accountant in Bankruptcy

Postal address: 1 Pennyburn Road

Town: Kilwinning

NUTS code: UKM93 East Ayrshire and North Ayrshire mainland

Postal code: KA13 6SA

Country: United Kingdom

E-mail: laura.robertson@aib.gov.uk

Telephone: +44 3002002600

Fax: +44 3002002601

Internet address(es):

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

Address of the buyer profile: https://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: www.publiccontractsscotland.gov.uk

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: www.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.gov.uk

I.4. Type of the contracting authority

Body governed by public law

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Provision of Sheriff Officer/Messengers-At-Arms Services Framework

II.1.2. Main CPV code

79100000 Legal services

II.1.3. Type of contract

Services

II.1.4. Short description

Accountant in Bankruptcy intend to award a Framework Agreement for the Provision of Sheriff Officer/Messenger-At-Arms services. The scope of this framework is intended to cover all services listed within the Scottish Statutory Instrument Act of Sederunt (Fees of Messengers-at-Arms, Sheriff Officers and Shorthand Writers) and provision of tracing services. Full details of the requirement are detailed within the attached Invitation to Tender (ITT).

II.1.5. Estimated total value

Value excluding VAT: 1 000 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

75231100 Law-courts-related administrative services

II.2.3. Place of performance

NUTS code: UKM Scotland

Main site or place of performance: Scotland

II.2.4. Description of the procurement

Accountant in Bankruptcy intend to award a Framework Agreement for the Provision of Sheriff Officer/Messenger-At-Arms services. The scope of this framework is intended to cover all services listed within the Scottish Statutory Instrument Act of Sederunt (Fees of Messengers-at-Arms, Sheriff Officers and Shorthand Writers) and provision of tracing services. This Framework will be available to AIB, Student Awards Agency Scotland (SAAS), Social Security Scotland and Revenue Scotland. Further details on each of the Public Bodies and the requirement is contained within the attached ITT. Detailed Award Criteria is contained in the ITT Documentation.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Quality / Weighting: 90

Price - Weighting: 10

II.2.6. Estimated value

Value excluding VAT: 1 000 000,00 GBP

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

Duration in months: 48

This contract is subject to renewal: 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

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

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:

This section refers to Section A of Part 4 of the ESPD (Scotland) and covers Question 4A.2: Tenderers must be members of the Society of Messengers at Arms and Sheriff Officers (SMASO).

III.1.2. Economic and financial standing

List and brief description of selection criteria:

This Section refers to Section B of Part 4 of the ESPD (Scotland) and covers Questions 4B.5.1, 4B.5.2, 4B.5.3 and 4B.6.

Minimum level(s) of standards possibly required:

It is a requirement of the Framework that Tenderers hold or can commit to obtain prior to the commencement of the Framework the types and minimum level of insurance indicated below:

Q 4B.5.1a Professional Indemnity - 1 million GBP for each and every claim

Q 4B.5.1b Employers Compulsory Liability Insurance - 5 million GBP for each and every claim

Q 4B.5.2 Public Liability Insurance - 5 million GBP for each and every claim

Q 4B.5.2 Motor Vehicle 3rd Party Insurance cover

Q 4B.6 A search of the Tenderer against Experian must return a Delphi Score of 50 or higher.

If a score lower than 50 is returned then the bid may be set aside and take no further part in the competition, unless the Tenderer can provide further relevant information which

Accountant in Bankruptcy considers appropriate to demonstrate that the Tenderer does not /would not represent an unmanageable risk should it be appointed to the Framework.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

This Section refers to Section C of Part 4 of the ESPD (Scotland) and covers Question 4C.1.2.

Minimum level(s) of standards possibly required:

The Tenderer is required to provide relevant examples to demonstrate that they have held contracts of a similar nature to those described in the Contract Notice and Invitation to Tender, including any examples of Public Sector experience within the last 3 years. A maximum of 3 examples should be provided.

The response to Q4C1.2 shall be scored as per the 'Evaluation Criteria for Selection Stage' detailed at the 'Additional Information' section. Should the response to Q4C1.2 be marked below '2 – Acceptable' then the bid may be set aside and may take no further part in the competition.

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:

Tenderers must be members of the Society of Messengers at Arms and Sheriff Officers (SMASO) with Commissions to operate throughout the Sheriffdoms of Scotland.

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 a single operator

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: 05/11/2019 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: 6 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 05/11/2019 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:

Within 4 years.

VI.2. Information about electronic workflows

Electronic payment will be used

VI.3. Additional information

The Tenderer response to ESPD Part C Technical and Professional Ability Question 4C.1.2 will be evaluated in accordance with the following scoring methodology. If the response is marked below '2 - Acceptable' the bid may be set aside and may take no further part in the competition:

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

1 Poor - 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.

The ITT Award Criteria is fully detailed within the ITT 'Award Criteria Tender Response Form'.

All scored questions will be evaluated in accordance with the following scoring methodology:

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.

A scored question on Community Benefits was not considered to be relative and/or proportionate for this requirement, however the 'Award Criteria Tender Response Form' contained within the ITT does include a non-scoring Sustainability/Community Benefits question. A scored question on Fair Work Practices has been included within the 'Award Criteria Tender Response Form' and non-scoring questions have been included on Living Wage and the Scottish Business Pledge.

Consideration has been given to whether it is appropriate to divide this Framework into lots however, for this requirement it has been determined that lotting would not be suitable as:

a) It would make the execution of the Framework excessively technically difficult.

b) The need to co-ordinate the different Contractors for the lots could risk undermining the proper execution of the Framework.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at https://www.publiccontractscotland.gov.uk/Search/Search_Switch.aspx?ID=598582.

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.publiccontractscotland.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.

(SC Ref:598582)

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

04/10/2019