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**United Kingdom-Glasgow: Laboratory services
2020/S 219-539057**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Official name: Scottish Police Authority

Postal address: 1 Pacific Quay, 2nd Floor

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G51 1DZ

Country: United Kingdom

E-mail: sharon.barr@scotland.pnn.police.uk

Telephone: +44 1786289070

Internet address(es):

Main address: <http://www.spa.police.uk>

Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [https://](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html)

www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Public order and safety

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Section 5a Forensic Drug Driving Toxicology Casework Analysis Services

Reference number: PROC-20-0625

II.1.2) Main CPV code

71900000 Laboratory services

II.1.3) Type of contract

Services

II.1.4) Short description:

Provision of Section 5a forensic drug driving toxicology casework analysis services.

II.1.5) **Estimated total value**

Value excluding VAT: 499 999.00 GBP

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.3) **Place of performance**

NUTS code: UKM SCOTLAND

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

The Scottish Police Authority (the Authority) has a requirement to procure the services of a suitably qualified and experienced service provider for the provision of Section 5A forensic drug driving toxicology casework analysis services.

These cases will be to test for drug levels as set out in Section 5A of the 1988 Road Traffic Act.

The service provider shall carry out analysis of samples providing interpretations of results in accordance with the requirements of the Authority and the Crown Office and Procurator Fiscal Service (COPFS). The most effective examination and analytical processes shall be used at all times.

II.2.5) **Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

II.2.6) **Estimated value**

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

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

Optional extension of up to 12 months at the sole discretion of the Authority.

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

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 Question 4A.1 Trade registers

It is a requirement of this tender that if the tenderer is UK based they must hold a valid registration with Companies House. Where the tenderer is UK based but not registered at Companies House they must be able

to verify to the SPA satisfaction that they are trading from the address provided in the tender and under the company name given.

Tenderers within the UK must confirm if they are registered under Companies House within this question.

ESPD Question 4A.2 Authorisation/Membership

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

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

List and brief description of selection criteria:

It is a requirement of this Contract that Tenderers hold, or can commit to obtain prior to the commence of any subsequently awarded contract, indicated below:

ESPD question 4B5 insurances

Employers (compulsory) liability insurance = GBP 10 million in respect of each claim without limit to the number of claims. Tenderers may be required to provide their current Employers Liability insurance certificate which should include name of the insurers, policy numbers, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policies.

Public liability insurance = GBP 5 million in respect of each claim without limit to the number of claims.

Tenderers may be required to provide a copy of their current public liability insurance certificate.

Product liability insurance = GBP 5 million in respect of each claim without limit to the number of claims.

Tenderers may be required to provide a copy of their current professional indemnity insurance certificate.

Professional indemnity insurance = GBP 2 million in respect of each claim without limit to the number of claims.

Tenderers may be required to provide a copy of their current professional indemnity insurance certificate.

Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one incident and annual aggregate caps and the excesses under the policies.

Minimum level(s) of standards possibly required:

ESPD Question 4B6 Financial Standing:

The authority will access a credit safe report for a tenderers organisation and use the information contained within to assist with the assessment of the tenderer's economic and financial standing. Tenders are asked to provide their company number within the ESPD to allow the authority to access a credit safe report.

Within such reports, the risk of business failure is expressed as a score of 30 or below (high risk of business failure). In the event that a company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

If you are successful in the award of this contract and your risk failure rating falls below 30 then the SPA reserve the right to remove you from this contract. It is the contractor's responsibility to ensure that the information held by Credit Safe is accurate and up to date.

For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the tenders to ensure that the most up to date information is used. Where you are not registered on credit safe e.g. charitable organisations or new start companies/sole traders with less than 3 years trading history, discretionary powers are available to the director of finance to consider abbreviated accounts along with bankers references etc.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission.

Important note: this requirement is not applicable to sole traders/charities. Sole traders/ charities may be required to provide a bankers reference if successful.

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

List and brief description of selection criteria:

ESPD Question 4C.1.2 Technical and professional ability

With reference to the nature and details of the services that are the subject matter of this tender, relevant examples are to be provided of the services undertaken by the tenderer in the last 3 years.

It is a mandatory requirement of this tender that bidders can demonstrate a minimum of 3 years experience providing services of a similar nature and scale.

A minimum of 2 and a maximum of 3 relevant examples of services carried out during the last three years must be provided, including references.

Forensic scientists will require to be approved to give evidence in Scottish Courts by the Justice Secretary and therefore will require to demonstrate appropriate experience at this level.

ESPD Question 4C.12 quality control requirements

Tenderers must possess BS EN ISO/IEC 17025:2005 or BS EN ISO/IEC 17025:2017 accreditation issued by UKAS and the services being provided under this contract must be within the scope of the accreditation.

Schedule of accreditation to be provided by tenderer.

III.2) Conditions related to the contract

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

Accelerated procedure

Justification:

The Covid-19 outbreak has given rise to an urgent need for the provision of Section 5A forensic drug driving toxicology casework analysis Services because of an unforeseen increase in caseload since April 2020 and a requirement to progress this casework in line with court dates set out in legislation. This does not give the Scottish Police Authority sufficient time to comply with the standard open procedure timescales for this procurement. The Scottish Police Authority considers this to be a state of urgency which it has duly substantiated. Accordingly, the Scottish Police Authority is using the accelerated time limits permitted under the Public Contract (Scotland) Regulations 2015, Regulation 28(5) in respect of this procurement.

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: 23/11/2020

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.2.7) Conditions for opening of tenders

Date: 23/11/2020

Local time: 12:00

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

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:**

Vetting

The tenderer's representative with overall responsibility for undertaking the works and the personnel assigned to the supply of the services shall be vetted to non police personnel vetting standards (NPPV) Level 1. It would be beneficial if tenderer's put forward a team that hold or have recently held NPPV Level 1.

Assessment of employment status

Tenderers may be asked to declare whether they intend to provide services through a personal service company (PSC). From April 2017, the responsibility to pay employment taxes shifts from the PSC to public sector bodies and the authority must be aware of any successful tenderer's detailed employment status.

For further information on determining employment status the Government has published guidance on this IR35 Legislation.

Living wage

Tenderers will be asked to confirm if they pay all employees as a minimum the Real Living Wage as published by the Living Wage Foundation for statistical information gathering purposes only.

Equality and diversity

Tenderers will be required to comply with the statutory obligations under the Equality Act 2010.

Declaration of non-involvement in serious organised crime

Tenderers must complete and sign a declaration of non-involvement in serious organised crime form.

Subcontractor detail

Tenderers will be required to provide details of the subcontractors they intend to use in their supply chain.

Tenderers are required to complete this section as part of the ESPD.

Data protection

Tenderers must be aware of their obligations under the Data Protection Act 2018 and the GDPR as set out in the contract.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17352. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:635189)

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: Glasgow Sheriff Court

Town: Glasgow

Country: United Kingdom

VI.5) **Date of dispatch of this notice:**

05/11/2020