

ESPD - : Test 2 - SFHA Training Only- Gas Service & Repairs Contract 2018-2023

Authority Details

Official Name: Scottish Federation Of Housing Associations

Country: United Kingdom (GB)

Notice Details

Procurement Procedure

Title: Test 2 - SFHA Training Only- Gas Service & Repairs Contract 2018-2023

Short Description: Gas Services and Reactive Repairs and Ad-hoc Boiler & Full System Renewal Contract to approximately 1000 (Gas) dwellings, generally within the operational area but may include a wider geographical area in future

File Reference Number:

Criteria

Procedure - Information about Lots

[C63] Requirements on lots

Please provide further information about the lots on this contract.

Procedure - CPV Codes

[C64] Procurement Procedure CPV

Procurement Procedure CPV

Selected CPVs: - 50531200

Bidder Information - Bidder Information

[2A14] SME

Is the bidder a Small to Medium Sized Enterprise (<250 employees)?

[2A15] Supported Business

Is your organisation a supported business or will it provide for the performance of the contract in the context of supported employment programmes?

[2A16] Official List

If applicable, is the bidder registered on an official list of approved economic operators

(applicable to non-UK businesses only), or does it have an equivalent certificate (e.g. under a national (pre)qualification system)?

[2A16.5] Contributions certificates

Will the economic operator be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the public body or contracting entity to obtaining it directly by accessing a national database in any Member State that is available free of charge?

[2A17] Form of participation

Is the bidder participating in the procurement procedure together with others?

(Notably as part of a group, consortium, joint venture or similar)

[2C1] Reliance

Does the bidder rely on the capacities of other entities in order to meet the selection criteria set out in the selection section or the criteria and rules (if any) set out to reduce the number of candidates?

[2D1] Subcontracting

Does the bidder intend to subcontract any share of the contract to third parties?

(i.e. subcontractors not already listed as entities relied on)

Exclusion - Grounds relating to criminal convictions

[3A1] The Common Law Offence of Conspiracy

Has the bidder itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment within the last five years for the common law offence of conspiracy; where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime or an offence under sections 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010, or any other offence within the meaning of Article 57(1)(a) of the Directive as defined by the law of any EEA state or any part thereof?

[3A2] Corruption

Has the bidder itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment within the last five years for:

a) Corruption; within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption as defined in Article 3 of the Council Act of 26th May 1997 and Article

3(1) of Council Joint Action 98/742/JHA;

b) Bribery or Corruption within the meaning of sections 68 and 69 of the Criminal Justice (Scotland) Act 2003, where the offence relates to active bribery or corruption

c) Bribery within the meaning of sections 1 or 6 of the Bribery Act 2010;

d) Any other offence within the meaning of Article 57(1)(b) of the Directive as defined by the law of any EEA state or any part thereof?

[3A3] Fraud

Has the bidder itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment within the last five years for fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities

a) the offence of cheating the Revenue

b) the common law offence of fraud

c) the common law offence of theft or fraud

d) fraudulent trading within the meaning of section 458 of the Companies Act 1985, or section 993 of the Companies Act 2006;

e) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;

f) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;

g) the common law offence of uttering; or

h) the common law offence of attempting to pervert the course of justice;

i) Any other offence within the meaning of Article 57(1)(c) of the Directive as defined by the law of any EEA state or any part thereof.

[3A4] Terrorist offences or offences linked to terrorist activities

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for terrorist offences or offences linked to terrorist activities; listed in section 41 of the Counter-Terrorism Act 2008; or Schedule 2 to that Act where the court has determined that there is a terrorist connection, or any other offence within the meaning of Article 57(1)(d) of the Directive as defined by the law of any EEA state or any part thereof?

[3A5] Money laundering or terrorist financing

Has the economic operator itself or any person who is a member of its administrative,

management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for:

- a) Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;
- b) Money Laundering or Terrorist financing; an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988;
- c) Drugs trafficking, an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994;
- d) Any other offence within the meaning of Article 57(1)(e) of the Directive as defined by the law of any EEA state or any part thereof?

[3A6] Child labour and other forms of trafficking in human beings

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for child labour and other forms of trafficking in human beings; any offence under Part 1 of the Human Trafficking and Exploitation (Scotland) Act 2015 or under any provision referred to in the Schedule to that Act, or any other offence within the meaning of Article 57(1)(f) of the Directive as defined by the law of any EEA state or any part thereof?

Exclusion - Grounds relating to the payment of taxes or social security contributions

[3B1a] Payment of taxes

Has the bidder met all its obligations relating to the payment of taxes, both in the UK, and in the country in which it is registered, if that is not the UK?

[3B1b] Payment of social security

Has the bidder met all its obligations relating to the payment of social security contributions, both in the UK, and in the country in which it is registered, if that is not the UK?

Exclusion - Blacklisting

[3C] Blacklisting

Has the bidder committed an act prohibited under the Employment Relations Act 1999 (Blacklists) Regulations 2010?

Exclusion - Information concerning environmental, social and labour law

[3D1] Breaching of obligations in the fields of environmental law

Has the bidder, to its knowledge, breached its obligations in the fields of environmental law?

[3D2] Breaching of obligations in the fields of social law

Has the bidder, to its knowledge, breached its obligations in the fields of social law?

[3D3] Breaching of obligations in the fields of labour law

Has the bidder, to its knowledge, breached its obligations in the fields of labour law?

Exclusion - Information concerning insolvency

[3D4] Bankruptcy

Is the bidder bankrupt?

[3D5] Insolvency

Is the bidder the subject of insolvency or winding-up proceedings?

[3D6] Arrangement with creditors

Is the bidder in an arrangement with creditors?

[3D7] Analogous situation like bankruptcy under national law

Is the bidder in any analogous situation arising from a similar procedure under national laws and regulations?

[3D8] Assets being administered by liquidator

Is the bidder in a situation that its assets are being administered by a liquidator or by the court?

[3D9] Business activities are suspended

Is the bidder in a situation that its business activities are suspended?

Exclusion - Grave professional misconduct

[3D10] Guilty of grave professional misconduct

Is the bidder guilty of grave professional misconduct?

[3D11] Agreements with other economic operators aimed at distorting competition

Has the bidder entered into agreements with other economic operators aimed at distorting competition?

Exclusion - Conflicts of Interest

[3D12] Conflict of interest due to its participation in the procurement procedure

Is the bidder aware of any conflict of interest due to its participation in the procurement procedure?

[3D13] Direct or indirect involvement in the preparation of this procurement procedure

Has the bidder or an undertaking related to it advised the organisation or contracting entity or otherwise been involved in the preparation of the procurement procedure?

[3D14] Early termination

Has the bidder experienced that a prior public contract, a prior contract with a contracting entity or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract?

[3D15] Misrepresentation

Can the bidder confirm that:

1) It has not been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria

2) It has not withheld such information

3) It has been able, without delay, to submit the supporting documents required by an organisation or contracting entity, and

4) It has not undertaken to unduly influence the decision making process of the organisation or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?

Selection - Suitability

[4A1a] Enrolment in a relevant professional register

The bidder is enrolled in the relevant professional registers kept in the Member State of its establishment (as described in Schedule 5 of the [Public Contracts \(Scotland\) Regulations 2015](#))

[4A1b] Enrolment in a trade register

The bidder is enrolled in the relevant trade registers kept in the Member State of its establishment (as described in Schedule 5 of the [Public Contracts \(Scotland\) Regulations 2015](#))

Selection - Turnover

[4B1a] General yearly turnover

The bidder should provide its (general) yearly turnover for the number of financial years specified:

Number of financial years & minimum required turnover per year - Bidders require to have a minimum turnover of Â£100k for the last 3 years

Selection - Economic and Financial Standing

[4B5a] Insurance - Professional Risk Indemnity

The Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in terms of Professional Risk Indemnity Insurance.

Minimum amount (Â£)

1,000,000.00

[4B5b] Insurance - Employer's (Compulsory) Liability

The Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of Employer's (Compulsory) Liability Insurance cover indicated.

Minimum amount (Â£)

5,000,000.00

[4B5c] Insurance - All other types listed

The Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of all other types of insurance cover indicated.

Minimum amount (Â£) Type of insurance

5,000,000.00 Public Liability Insurance

Selection - Technical and Professional Ability

This subsection has weighting.

Weighting type: Percent

General method used to score and evaluate the weighted criteria:

Scoring Methodology Meets all the Clients requirements in the area being measured in accordance with the Contract Documents so that the Works will be delivered in an excellent way that will be highly responsive to the needs of Customers, the Client and other stakeholders. Excellent 10 Meets most of the Clients requirements in the area being measured almost completely so that the Works will be delivered in a nearly excellent way that will be responsive to the needs of Customers, the Client and other stakeholders. Nearly Excellent 9 Meets the Clients requirements in the area being measured well although not completely in one or two aspects but still so that the Works will be delivered in a very good way that will be responsive to the needs of the Customers, the Client and other stakeholders. Very Good 8 Meets the Clients requirements and standards in the areas being measured well but not completely in some aspects but still so that the Works will be delivered well and in a way that is reasonably responsive to the needs of the Customers, the Client and other stakeholders. Good 7 Meets the Clients requirements in the areas being measured in the majority of aspects but fails in some aspects so that the Works will be delivered in a reasonable way that recognises the needs of Customers, the Client and other stakeholders. Reasonable 6 Meets the Clients requirements in the area being measured in the majority of aspects but fails in some fundamental aspects so that there will be only satisfactory arrangements for the Works. Satisfactory 5 Meets the Clients requirements in the area being measured in some fundamental aspects but fails in the majority of aspects so that there will be only moderately satisfactory arrangements for the Works. Moderately Satisfactory 4 Meets the Clients requirements in the area being measured in some minor aspects but fails in the majority of aspects so that there will be unsatisfactory arrangements for the Works. Unsatisfactory 3 Fails to meet the Clients requirements in the area being measured in nearly all aspects so that there will be poor delivery of the Works. Poor 2 Significantly fails to meet the Clients requirements in the area being measured so that there will be very poor delivery of the Works. Very Poor 1

Either no answer is given or the Tenderers proposals in that area completely fail to meet the Clients requirements in the area being measured or do not answer the question raised. Extremely Poor 0 Where an assessment indicates that a score falls between two categories, half marks may be awarded. Each aspect of the Tender evaluation (Method Statement review) will generally be undertaken by a panel. Where this is done, the individual scores of the panel members will be averaged to arrive at a combined score for each item. This score will be multiplied by the weighting for that item to give a total score for that aspect of the Tender. If tenderer scores 3 point or below in 2 or more questions the tender will be deemed non-compliant and they may be disqualified from the tender process or The HA may at their discretion request further information from the Tenderer. The final decision as to whether a Tenderer who scores less than 3 points or below in 1 or more questions may be disqualified will be at the sole discretion of The HA The ESPD will be assessed on the basis of a 100% Qualitative Assessment via PCS. We are looking to take the six (6) highest scoring bidders through &/or those who score the required threshold 70% or 70 marks and above. If we only score 4 above the 70% threshold then we will only take the 4 through to be invited to submit a tender. The minimum that we will take through to tender stage will be 3. However, The HA reserves the right to invite more or less should the scoring not reflect aspirational requirements.

[4C.1/4C1.2] Relevant Examples

1) For public works contracts only, please provide relevant examples of works carried out in the past five years as specified:

or

2) For public supply and public service contracts only, please provide relevant examples of supplies and/or services carried out during the last three years as specified (Examples from both public and/or private sector customers and clients may be provided):

Weight allocated to this criteria: 30.00

Complementary information for the evaluation of this criteria:

Please ensure that you attach the requested supporting information to the ESPD response, failure to do so may result in your ESPD not being scored and removal from the process.

Minimum number of relevant examples - 2

Requirement

Bidders will be required to provide 2 examples of delivering contracts of a similar scope, size and nature, within the last 5 years that demonstrate that they have the relevant experience to deliver the works to similar clients that HA support. Include Client name, contact details including phone and email, contract sum, start & completion date, Project Description to include project name, KPI's (targets & results), CSS results (targets & results). No more than 2 Page of Ariel 11 point per example

[4C2] Technicians or technical bodies for quality control

Please provide details of the technicians or technical bodies the bidder can call upon, especially those responsible for quality control in relation to this procurement exercise:

Weight allocated to this criteria: 15.00

Complementary information for the evaluation of this criteria:

Please ensure that you attach the requested supporting information to the ESPD response, failure to do so may result in your ESPD not being scored and removal from the process.

Requirement - Bidders will be required to provide details of their workforce, skills, qualifications and experience and their procedures for ensuring quality control together with any external organisations that the company uses to measure QC. Please provide sample certificates of Training of the workforce. No more than 2 pages of Ariel 11 point for this response, sample certificates can be appended

[4C4] Supply chain management

Please provide a statement of the relevant supply chain management and/or tracking systems used:

Weight allocated to this criteria: 20.00

Complementary information for the evaluation of this criteria:

Please ensure that you attach the requested supporting information to the ESPD response, failure to do so may result in your ESPD not being scored and removal from the process.

Requirement - Bidders will be required to provide details of their effective IT system and demonstrate that you have an IT system capable of end to end processes with HA IT system your business order generation, stock management, management of your supply chain and handheld technology to ensure Real-time flow of works orders, MI and invoicing. No more than 4 pages of narrative Ariel 11 point for this response. Appendices may also be attached to this to demonstrate links to existing clients systems or a hyperlink to bidders test system to allow HA access to view

[4C6] Educational and professional qualifications

The following educational and professional qualifications are held by the service provider, the contractor itself or its managerial staff:

Weight allocated to this criteria: 15.00

Complementary information for the evaluation of this criteria:

Please ensure that you attach the requested supporting information to the ESPD response, failure to do so may result in your ESPD not being scored and removal from the process.

Requirement - Bidders will be required to provide details of their admin, support, supervisory & managerial staff professional qualifications, experience and suitability for management & control of the work being carried out. Outline the roles and responsibilities within the

contract. As a minimum it will be expected that the contract supervisor/manager has SSSTS or equivalent experience in the sector. Please provide sample certificates of Training & Professional Qualifications of admin, support, supervisory & managerial staff. No more than 2 pages of Ariel 11 point for this response, sample certificates can be appended.

[4C7] Environmental management measures

Please provide details of the environmental management measures which the bidder will be able to use when performing the contract:

Weight allocated to this criteria: 5.00

Complementary information for the evaluation of this criteria:

Please ensure that you attach the requested supporting information to the ESPD response, failure to do so may result in your ESPD not being scored and removal from the process.

Requirement - Bidders will be required to provide details of their environmental management measures in connection with recycling and systems to be used within the contract. Provide details of any targets and actual recycling capabilities. A good response will provide specific examples. No more than 2 pages of Ariel 11 point for this response.

[4C9] Tools, plant or technical equipment

Please provide details of relevant tools, plant or technical equipment available to you in relation to this procurement exercise:

Weight allocated to this criteria: 10.00

Complementary information for the evaluation of this criteria:

Please ensure that you attach the requested supporting information to the ESPD response, failure to do so may result in your ESPD not being scored and removal from the process.

Requirement - Bidders are required to demonstrate that they have (or have access to) the relevant tools, PPE, plant, equipment, van, welfare & technical equipment to deliver the contract. Provide details of tools and equipment; any PPE supplied; any plant you think will be required; van and welfare facilities for operatives and back office technical support & equipment to facilitate the completion of the contract. No more than 2 pages of Ariel 11 point for this response.

[4C10] Subcontracting proportion

Please provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract:

Weight allocated to this criteria: 5.00

Complementary information for the evaluation of this criteria:

Please ensure that you attach the requested supporting information to the ESPD response, failure to do so may result in your ESPD not being scored and removal from the process.

Requirement - For contractors using sub-contractors, list all activities which you are proposing to sub contract and the firms you have selected to sub contract to. Provide details of how you have selected each sub-contractor their capability, how you will manage the sub contracts and the form of sub contract you will use. (you must provide a completed ESPD for all your proposed sub-contractors or you will be removed from this selection process and the remaining sections will not be scored)

Selection - Quality Assurance

[4D1] Certificates by independent bodies about quality assurance standards

Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required quality assurance standards, including accessibility for disabled persons?

Requirement - The bidder **MUST HOLD** a UKAS (or non UKAS equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent) or the bidder must have a relevant and signed Quality Policy. Evidence must be provided by uploading your certificate.

Selection - Environmental Management

[4D2] Certificates by independent bodies about environmental management systems or standards

Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required environmental management systems or standards?

Requirement - The bidder **MUST HOLD** a UKAS (or non UKAS equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 14001 (or equivalent) or the bidder must have a relevant and signed Environmental Policy. Evidence must be provided by uploading your certificate.