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Tender

## **The Provision of Cleaning Services for Glasgow Kelvin College**

Glasgow Kelvin College

F02: Contract notice

Notice identifier: 2025/S 000-000153

Procurement identifier (OCID): ocds-h6vhtk-04cd79

Published 6 January 2025, 10:24am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Glasgow Kelvin College

123 Flemington St

Glasgow

G21 4TD

#### **Contact**

Alice Ng

#### **Email**

[ang@glasgowkelvin.ac.uk](mailto:ang@glasgowkelvin.ac.uk)

#### **Telephone**

+44 1416305000

## **Country**

United Kingdom

## **NUTS code**

UKM82 - Glasgow City

## **Internet address(es)**

Main address

<https://www.glasgowkelvin.ac.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA22362](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA22362)

## **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 above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://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**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

The Provision of Cleaning Services for Glasgow Kelvin College

Reference number

GKC-JAN-001

#### **II.1.2) Main CPV code**

- 90910000 - Cleaning services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Glasgow Kelvin College is seeking a Contractor for the provision of Cleaning Services across 3 campus buildings: Easterhouse, Springburn and East End.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 90910000 - Cleaning services

#### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

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

Glasgow Kelvin College is seeking a Contractor for the provision of Cleaning Services across 3 campus buildings: Easterhouse, Springburn and East End.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The College reserves the right to extend the Contract for a further 2 x 12 months subject to the Contractor's satisfactory performance.

### **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 8 and 9 of the Procurement (Scotland) Regulations 2016.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

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

Minimum level(s) of standards possibly required

Please refer to question 4B.5 of the SPD and Economic and Financial standing section of the Contract Notice.

Tenderers must confirm they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance = 5 000 000 GBP

Professional Indemnity Insurance = 2 000 000 GBP

Public Liability Insurance = 2 000 000 GBP

To demonstrate and evidence suitable economic standing, successful Contractors will be required to provide 2 years audited accounts, or

equivalent if awarded the contract.

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Key Performance Indicators as detailed in the Invitation to Tender Documentation.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **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

10 February 2025

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

10 February 2025

Local time

1:00pm

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## **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**

Prompt Payment in the Supply Chain

Bidders must have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain, including systems in place to pay their Contractors through the supply chain promptly and effectively, i.e. within a maximum

of 30-day payment terms.

Bidders shall be able to provide evidence of (a) their standard payment terms and (b) or equal to 95% of all supply chain invoices being paid on time (in accordance with the terms of the contract) in the last financial year. If the Bidder is unable to confirm (b) they must

provide an improvement plan signed by their Director which improves the payment performance.

Form of Tender

Tenderers must sign the Form of Tender - Appendix A prior to award to confirm that their Tender Response is a complete, true and accurate submission.

Freedom of Information

Please confirm that you will be in a position to complete, prior to award, Appendix B - Freedom of Information (if applicable) in the Technical Questionnaire in PCS-Tender. This information should only be submitted if applicable at point of award. It is for information only and will not be scored.

## Sustain Supply Chain Code of Conduct

In partnership with Institutions, the Authority has developed a Sustain Supply Chain Code of Conduct - Appendix D which sets out its expected standards for its supply chain in social, ethical and environmental compliance. Tenderers must complete the Sustain Supply Chain

Code of Conduct prior to award to assist in achieving its objectives.

## GDPR Contractor Assessment Form

General Data Protection Regulations have been deemed relevant to this Contract. The Tenderer must sign complete and sign Appendix H - GDPR Contractor Assessment Form prior to award to be appointed to the Contract.

## Serious Organised Crime

Please complete “Appendix I – Declaration of Non-Involvement in Serious Organised Crime” in the Technical Questionnaire in PCS-Tender. Tenderers must complete the Declaration of Non-Involvement in Serious Organised Crime. It is for information only and will not be scored but it is a requirement of this tender and will be included in the assessment of tender responses and in contractual terms.

## Human Trafficking & Labour Exploitation

Please complete “Appendix J – Declaration of Non-Involvement in Human Trafficking & Labour Exploitation” in the Technical Questionnaire in PCS-Tender. Tenderers must complete the Declaration of Non-Involvement in Human Trafficking & labour Exploitation.

It is for information only and will not be scored but it is a requirement of this tender and will be included in the assessment of tender responses and in contractual terms

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 28244. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:



## Community Benefits

In line with the Procurement Reform Act (2014), the Contractor will work with the College to consider what community benefits can be delivered through this Contract. These may include, but not limited to, employment and recruitment, skills and training opportunities, community engagement and anything delivered through the contract intended to improve the economic, social or environmental wellbeing of the community in a way that is additional to the main purpose of the Contract.

The College will work with the Contractor throughout the contract management process to deliver continuous improvement in pursuit of environmental and social objectives in their daily business operations.

(SC Ref:785979)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Glasgow Sheriff Court

1 Carlton Place

Glasgow

G5 9DA

Email

[enquiries@scotcourts.gov.uk](mailto:enquiries@scotcourts.gov.uk)

Telephone

+44 01314443300

Country

United Kingdom