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Opportunity

ID 3704383 - DfC - The Delivery of Facilities Management Services for the Public Record Office of Northern Ireland

Department of Finance

F02: Contract notice

Notice reference: 2022/S 000-001323

Published: 17 January 2022, 1:05pm

Section I: Contracting authority

I.1) Name and addresses

Department of Finance

303 Airport Road West

BELFAST

BT3 9ED

Contact

SSDAdmin.CPDfinance-ni.gov.uk

Email

ssdadmin.cpd@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

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

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etendersni.gov.uk/epps>

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

ID 3704383 - DfC - The Delivery of Facilities Management Services for the Public Record Office of Northern Ireland

II.1.2) Main CPV code

- 79993000 - Building and facilities management services

II.1.3) Type of contract

Services

II.1.4) Short description

The Department for Communities is seeking to establish a Contract with a single Contractor for the delivery of Soft Facilities Management (FM) Services at the Public Record Office of Northern Ireland (PRONI). The FM Services include: security, reception, cleaning, portage, post and stationery, and other soft facilities management services. The Services include liaison with contractors to schedule planned preventative maintenance and reactive maintenance and also include the PRONI Café services for the public and staff. For further information on the requirements please see the CfT documents.

II.1.5) Estimated total value

Value excluding VAT: £2,100,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79993100 - Facilities management services
- 79710000 - Security services
- 90919200 - Office cleaning services

- 98340000 - Accommodation and office services
- 98341120 - Portering services
- 98341110 - Housekeeping services
- 98341100 - Accommodation management services
- 98341140 - Caretaker services
- 98341130 - Janitorial services
- 55330000 - Cafeteria services

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

II.2.4) Description of the procurement

The Department for Communities is seeking to establish a Contract with a single Contractor for the delivery of Soft Facilities Management (FM) Services at the Public Record Office of Northern Ireland (PRONI). The FM Services include: security, reception, cleaning, portage, post and stationery, and other soft facilities management services. The Services include liaison with contractors to schedule planned preventative maintenance and reactive maintenance and also include the PRONI Café services for the public and staff. For further information on the requirements please see the CfT documents.

II.2.5) Award criteria

Quality criterion - Name: As per the tender documents / Weighting: 40

Cost criterion - Name: As per the tender documents / Weighting: 60

II.2.6) Estimated value

Value excluding VAT: £2,100,000

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

This is a recurring requirement and may be retendered.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Two optional extension periods of up to 24 months each.

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

21 February 2022

Local time

3:00pm

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

Tender must be valid until: 22 May 2022

IV.2.7) Conditions for opening of tenders

Date

21 February 2022

Local time

3:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 3 years

VI.3) Additional information

The successful contractor's performance on the contract will be regularly monitored. Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance the matter will be escalated to senior management in Construction Procurement Delivery Supplies and Services Division for further action. If this occurs and your performance does not improve to satisfactory levels within the specified period, this can be considered grounds for termination of the contract at your expense as provided for in the Conditions of Contract. In lieu of termination, CPD may issue a Notice of Written Warning or a Notice of Unsatisfactory Performance. A supplier in receipt of multiple Notices of Written Warning or a Notice of Unsatisfactory Performance may, in accordance with The Public Contracts Regulations 2015 (as amended) be excluded from future public procurement competitions for a period of up to three years.

VI.4) Procedures for review

VI.4.1) Review body

Not applicable in the UK

Not applicable in the UK

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 (as amended) and, where

appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for the unsuccessful tenderers to challenge the award decision before the contract is entered into.