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Tender

UCA - Provision of Security Services

University for the Creative Arts

F02: Contract notice

Notice identifier: 2025/S 000-002166

Procurement identifier (OCID): ocds-h6vhtk-04d55c

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Section I: Contracting authority

I.1) Name and addresses

University for the Creative Arts

Falkner Road, Farnham, Surrey, GU9 7DS

Farnham

GU9 7DS

Email

Procurement@uca.ac.uk

Country

United Kingdom

NUTS code

UKJ25 - West Surrey

Internet address(es)

Main address

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

Buyer's address

<https://in-tendhost.co.uk/universityforthecreativearts.aspx/Home>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/universityforthecreativearts.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityforthecreativearts.aspx/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

UCA - Provision of Security Services

Reference number

UCA-082-EST-2024

II.1.2) Main CPV code

- 79710000 - Security services

II.1.3) Type of contract

Services

II.1.4) Short description

Security services play a key role in the day-to-day operation of the University and the security personnel are the first point of contact for students, staff and visitors. UCA are looking for a security team with excellent customer service skills. A key aspect of the security officers' role will be acting in a safeguarding capacity.

II.1.5) Estimated total value

Value excluding VAT: £7,200,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79710000 - Security services

II.2.3) Place of performance

NUTS codes

- UKJ25 - West Surrey

II.2.4) Description of the procurement

The University for the Creative Arts (UCA) has been established for over 160 years and is a passionate advocate for creative education and research. UCA offer courses in Architecture, Crafts, Fashion, Graphic Design, Illustration, Fine Art, Photography, Film Media, the Performing Arts and Creative Business. UCA has campuses across Surrey and Kent, specifically in Canterbury, Epsom, and Farnham. The university is seeking a supplier for the provision of security services across its sites. The Service Provider shall provide a professional, proactive, high profile and visible security service to deliver services that include, but are not limited to:

- Maintain a secure environment across UCA premises
- Offer protection for its staff, students and visitors
- Provide a first response service to a range of situations and emergency incidents across UCA premises
- Respond to security incidents across UCA premises
- Provide professional integrated security services on a scheduled and reactive basis, which are efficient, effective and timely
- Provide best in class professional security advice to UCA
- Additional specified duties as set out in the Security Specification
- Contribute to creating a pro-security culture within each Campus
- Comply with UCA's Policies and Procedures as appropriate
- Ensure there is a Contract Security Manager available 24/7
- Support the Facilities Management Team
- Support the Accommodation Services Team
- Awareness of safeguarding and the implications that may be associated

In addition, UCA may have, from time to time, variable requirements for additional security which may be requested on an ad-hoc basis as its needs dictate. Requests for these ad-hoc security services shall sit outside of the core contract price but unit rates shall be determined within the tendered Schedule of Rates and shall be subject to the terms of this contract. The contract will cover the three UCA campuses in Canterbury, Epsom and Farnham including accommodation blocks on and off campus and administrative buildings located near campuses. Examples of variable services which shall be charged in addition to the core contract price include:

- Additional guards for core contract duties
- Additional guards for events e.g., open days etc.
- Additional guards for events which may include door supervision and licensable activity e.g., events in bar venues (Farnham Campus only)
- Mobile patrols to buildings which are not staffed by security personnel

This tender is being ran via the Restricted procedure, as per UK Statutory Instruments, 2015, No. 102, PART 2, CHAPTER 2, SECTION 3, Regulation 28. The process will be split into 2 stages. The first stage will consist of this Selection Questionnaire (SQ). The SQ will be used to ascertain suppliers technical and financial capability at delivering comparable contracts as well as their suitability for delivering public contracts. The SQ responses will be evaluated, and the top scoring bidders will be progressed to the ITT stage (it is envisaged this will be five bidders, where five have demonstrated they have the capacity and have met the Universities minimum criteria, including minimum scores where applicable, the university reserves the right to progress more than 5 bidders).

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £7,200,000

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

Start date

1 July 2025

End date

30 June 2031

This contract is subject to renewal

Yes

Description of renewals

The initial term will be for 4 years and there will be provision for 2 extension periods.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

The Marks available for the Selection Questionnaire are 75 in total. To be considered an "acceptable response" bidders must score a minimum of 35 points out of the available total. The UCA will progress the top 5 acceptable responses, where less than 5 acceptable responses are received, the UCA reserves the right to progress less than 5 to the ITT stage

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

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

Selection criteria as stated in the procurement documents

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As stated in the procurement documents

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

Restricted procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

19 February 2025

Local time

11:03am

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

17 March 2025

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: 3 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

High Court of England and Wales

London

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

All formal complaints about the procurement process can be directed to UCA Procurement Procurement@uca.ac.uk or the Cabinet Office - Public Procurement Review Service.