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Tender

## **FTS 041 Landscaping Services - Moray**

Highlands and Islands Enterprise

F02: Contract notice

Notice identifier: 2025/S 000-002314

Procurement identifier (OCID): ocds-h6vhtk-04d5a1

Published 23 January 2025, 8:33am

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

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

Highlands and Islands Enterprise

An Lòchran, 10 Inverness Campus

Inverness

IV2 5NA

#### **Email**

[hieprocurement@hient.co.uk](mailto:hieprocurement@hient.co.uk)

#### **Telephone**

+44 1463383189

#### **Country**

United Kingdom

#### **NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.hie.co.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00313](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00313)

**I.3) Communication**

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

<https://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/>

**I.4) Type of the contracting authority**

Regional or local Agency/Office

**I.5) Main activity**

Economic and financial affairs

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## **Section II: Object**

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

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

FTS 041 Landscaping Services - Moray

Reference number

FTS041

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

- 77314000 - Grounds maintenance services

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

Services

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

HIE requires a suitable qualified and experienced supplier to provide hard and soft landscaping and winter maintenance services at:

Horizon Scotland (Business Centre), The Apex (HIE's Moray office), Strathcona House, Unit 9 (shortly to open as the Manufacturing Innovation Centre), the common areas of the Enterprise Park Forres.

Services will include grass and shrub cutting, weed removal, car park maintenance and winter gritting/snow clearance.

It is expected that these services will be required from 22 April 2025 for an initial period of 3 years with HIE having the option to extend for a period or periods together not exceeding 1 year following the Initial Term.

The initial 3-year budget available to deliver the services is between GBP195,000 and GBP222,500 (excluding VAT).

#### **II.1.5) Estimated total value**

Value excluding VAT: £296,382

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

This contract is divided into lots: No

## **II.2) Description**

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

- 45112700 - Landscaping work
- 77300000 - Horticultural services
- 90620000 - Snow-clearing services
- 71421000 - Landscape gardening services

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

NUTS codes

- UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey

Main site or place of performance

Forres

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

HIE requires a suitable qualified and experienced supplier to provide hard and soft landscaping and winter maintenance services at:

Enterprise Park Forres, The Apex, Horizon Scotland, Unit 9, Strathcona House, Forres.

Services will include grass and shrub cutting, weed removal, car park maintenance and winter gritting/snow clearance.

It is expected that these services will be required from 01 May 2025 for an initial period of 3 years with HIE having the option to extend for a period or periods not exceeding 12 months following the Initial Term.

The initial 3-year budget available to deliver the services is between GBP195,000 and GBP222,500 (excluding VAT).

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

Quality criterion - Name: Delivery Methodology / Weighting: 25%

Quality criterion - Name: Management & Delivery Team / Weighting: 20%

Quality criterion - Name: Sustainability & Net Zero / Weighting: 5%

Quality criterion - Name: Fair Work Practices / Weighting: 5%

Quality criterion - Name: Monitoring & Reporting of Community Benefits / Weighting: 5%

Price - Weighting: 40%

#### **II.2.6) Estimated value**

Value excluding VAT: £296,382

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

HIE reserve the right to extend the Initial Term by a period or periods together not exceeding 12 months.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

HIE reserves the right to modify the contract for reasons including but not limited to:

- Sale of any sites/properties, therefore (some of) the services will no longer be required.
- Addition of sites/properties with associated landscaping services required.
- Re-designation of areas associated with maintenance activities.

- Weather conditions requiring more/less frequent services.

#### **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 58 of the Public Contracts (Scotland) Regulations 2015.

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## **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

4A.2A: Is it a requirement in the bidder's country of establishment to hold a particular authorisation or membership of a particular organisation needed in order to be able to perform the service in question:

The bidder confirms they already have or can commit to obtain prior to the commencement of the Contract a valid Waste Carriers Licence.

#### **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**

The contract will include Key Performance Indicators (KPIs) which can be found within the tender documentation.

#### **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

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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

26 February 2025

Local time

12:00pm

#### **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**

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

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

Date

26 February 2025

Local time

12:00pm



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: HIE reserves the right to re-tender for these services upon termination of the contract or at the end of the contract, including any extension period.

### **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**

In order to participate, bidders should register, for free, on [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk) and record their interest in this contract and download and complete all relevant documentation.

Tenders must be submitted via the PCS postbox and must be received by the published deadline. Late tenders will not be accepted and HIE will reject any submissions received after the deadline. Email or hard copy responses will not be accepted."

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=788384](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=788384).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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:

Bidders will be expected to support the delivery of community benefits which take into account HIEs role as a local economic development agency and a community benefits selection menu is provided within the tender documentation.

(SC Ref:788384)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=788384](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=788384)

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

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

Inverness Sheriff Court and Justice of the Peace Court

The Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Email

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

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014 may bring proceedings in the Sheriff Court of the Court of Session.