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Tender

## **Provision of Catering Services for Agnes Husband House, Dundee**

Social Security Scotland

F02: Contract notice

Notice identifier: 2023/S 000-002606

Procurement identifier (OCID): ocds-h6vhtk-039b67

Published 27 January 2023, 12:41pm

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

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

Social Security Scotland

3rd Floor, Agnes Husband House, 17 South Union Street

Dundee

DD1 4BF

#### **Contact**

Megan McLuskey

#### **Email**

[Megan.McLuskey@socialsecurity.gov.scot](mailto:Megan.McLuskey@socialsecurity.gov.scot)

#### **Telephone**

+44 1412425913

#### **Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<https://www.socialsecurity.gov.scot/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA30345](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30345)

**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>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

Ministry or any other national or federal authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Provision of Catering Services for Agnes Husband House, Dundee

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

- 55500000 - Canteen and catering services

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

Services

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

Scottish Ministers acting through Social Security Scotland wishes to invite suppliers to submit a bid for the provision of Catering Services for Agnes Husband House, Dundee. Bidders are advised that this requirement is reserved for those who meet the requirements as set out under Regulation 21 of the Public Contracts (Scotland) Regulations 2015 and Article 20 of the Public Contracts Directive.

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

This contract is divided into lots: No

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

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

- 55520000 - Catering services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee

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

Scottish Ministers acting through Social Security Scotland has a requirement to place a contract with an external service provider for the provision of Catering Services for Agnes Husband House, Dundee.

The service provided will include a barista style coffee service, light lunch including a variety of paninis, soups and baked potatoes. The service provider will also provide some corporate hospitality including sandwiches, teas and coffees.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

#### **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 contract is subject to extensions in the form of up to 12 months on two occasions.

#### **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

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

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

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

List and brief description of selection criteria

Bidders will be required to state the value for their Current Ratio for the previous financial year

Bidders will be required to confirm they have the required levels of insurance cover specified below

Bidders are required to have a minimum Dun and Bradstreet (D&B) Failure Score or

Bidders are required to provide 2 years audited accounts

Minimum level(s) of standards possibly required

Current ratio

Bidders must have a minimum current ratio of 0.7.

The current ratio shall be calculated as current assets/current liabilities and shall be based on the organisation's most recently audited

accounts

Insurance Cover

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded

contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance in accordance with any legal obligation at the time being in force

Public Liability Insurance = 5 million GBP

Product Liability Insurance = 5 million GBP

<http://www.hse.gov.uk/pubns/hse40.pdf>

If the tenderer (or any consortia or reliance partner) does not meet the requirements in relation to the turnover or the current ratio then the

audited financial accounts of the tenderer (or consortia or reliance partner) will be used to conduct an assessment of the risk of business

failure.

In the event that the tenderer does not meet the financial criteria for consideration but has a parent company that does, the tenderer may still

be eligible for consideration where their tender submission is supported by a Parent Company Guarantee. Where the bidder does not have a

Parent Company some other form of assurance such as a performance bond may be acceptable.

If the tenderer (or any consortia or reliance partner) does not pass the above assessment and is unable to provide a Parent Company

Guarantee or some other form of assurance, this will result in a fail and the bidder may be excluded.

Minimum D&B Failure Score of 20 or audited financial accounts for the last two financial years. There must be no qualification or contra-indication from any evidence provided in support of the tenderer's economic and financial standing.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

4C.4 Supply Chain

4C.10 Subcontracting

4D.1 and 4D.2

Please refer to the 'SPD 4D.1 and 4D.2 Minimum Requirements' document available in the attachment area of the project in PCS-T

Minimum level(s) of standards possibly required

4C.4 Supply Chain - If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the

relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of:

a) their standard payment terms

b) equal to or greater than 95 percent of all supply chain invoices being paid on time (in accordance with the terms of 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.

Note:

Accepted evidence includes but is not limited to:

- extract of terms & conditions detailing standard payment terms
- a summarised accounts payable report showing payment on time performance
- credit report

Improvement plan template and further evidence examples are held within the Supplier Journey.c

For question 4C.10 Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

For question 4D.1 and 4D.2

Please refer to the 'SPD 4D.1 and 4D.2 Minimum Requirements' document available in the attachment area of the project in PCS-T

### **III.1.5) Information about reserved contract**

The contract is reserved to sheltered workshops and economic operators aiming at the social and professional integration of disabled or disadvantaged persons

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

#### **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

27 February 2023

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

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

Date

27 February 2023

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: There may be future requirements on expiry of this contract

### **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**

A Tenderer Briefing Meeting will be held on 10th February on site. Bidders are requested to see full details of the meeting on the PCS-Tender supplier attachment area. Tenderers will be required to confirm their attendance through the specified manor.

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.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 46719. 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:

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

The Service Provider will be expected to deliver the community benefits detailed in their tender submission.

Community benefits may include but are not limited to:

Apprenticeships and recruitment from the community;

School and community group engagement activities;

Provision of products to local food banks and other charities;

Recycling activities.

If successful, the winning Service Provider(s) will discuss the content of their Community Benefit proposal and agree a plan for the delivery of the agreed community benefits which will become a condition of the contract.

(SC Ref:715514)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom