

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/002808-2023>

Tender

## Window Cleaning Services

NHS Lothian

F02: Contract notice

Notice identifier: 2023/S 000-002808

Procurement identifier (OCID): ocds-h6vhtk-03a127

Published 30 January 2023, 2:49pm

The closing date and time has been changed to:

**8 March 2023, 12:00pm**

See the [change notice](#).

## Section I: Contracting authority

### I.1) Name and addresses

NHS Lothian

Procurement Headquarters, Lothian Health Board Waverley Gate 2-4 Waterloo Place

Edinburgh

EH1 3EG

#### Contact

Diana Rapan

#### Email

[diana.rapan@nhslothian.scot.nhs.uk](mailto:diana.rapan@nhslothian.scot.nhs.uk)

**Telephone**

+44 7977246888

**Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.nhslothian.scot.nhs.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00326](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00326)

**I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

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

Body governed by public law

**I.5) Main activity**

Health

---

## **Section II: Object**

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

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

Window Cleaning Services

Reference number

LOTL338-22

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

- 90911000 - Accommodation, building and window cleaning services

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

Services

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

NHS Lothian requires to appoint a single suitably qualified and experienced contractor to undertake all window cleaning, internal and external, within specified locations across the NHS Lothian estate. The contract will ensure that the NHS Lothian buildings are maintained to a high standard by regular maintenance and reactive window cleaning.

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

Value excluding VAT: £400,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM75 - Edinburgh, City of
- UKM73 - East Lothian and Midlothian

- UKM78 - West Lothian

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

NHS Lothian requires to appoint a single suitably qualified and experienced contractor to undertake all window cleaning, internal and external, within specified locations across the NHS Lothian estate.

Most of the work is planned, with window cleaning services to be undertaken at a variety of healthcare premises, for example, Hospitals and Health Centres across Edinburgh, Midlothian, East Lothian and West Lothian.

Unplanned work may be required on an ad hoc basis.

The service must be responsive to the needs of the Board and offer flexibility to adapt to emerging needs.

The successful contractor must be willing to work collaboratively with NHS Lothian's Facilities personnel.

Prior to commencing the contract, the Contractor is deemed to have satisfied themselves as to the needs of each building listed in the Commercial Schedule with reference to working at height regulations and other Health and Safety requirements.

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

Quality criterion - Name: Technical / Weighting: 60

Cost criterion - Name: Cost / Weighting: 40

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

Value excluding VAT: £400,000

#### **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

The contract includes the option to extend by 2 periods of 12 months.

**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.1.2) Economic and financial standing**

List and brief description of selection criteria

Bidders are required to provide their average yearly turnover for the last 3 years.

Bidders should confirm that total revenue derived directly from NHS Lothian, including this contract, would not exceed 40% of their total average yearly turnover.

Employer's (Compulsory) Liability Insurance of 5 million GBP

Public Liability Insurance of 2 million GBP

Where the Bidder is providing a submission on behalf of a subsidiary company, upon request, the Bidder must obtain a Parent Company Guarantee prior to commencement of any subsequently awarded contract.

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

List and brief description of selection criteria

Bidders must provide three examples of previous (or current) contracts giving information on type of environment, number of buildings and contact for references.

Please submit 3 references from past customers that support your application to provide this service. All references should be relevant to the type of work described on the General Specification.

Health and Safety. The Bidder must have the following:

A regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale relevant to the nature and scale of your operations and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant operations and set out your company's responsibilities of H&S management and compliance with legislation.

NOTE: Organisations with fewer than five employees are not required by law to have a documented policy statement.

---

## **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**

Originally published as:

Date

1 March 2023

Local time

12:00pm

Changed to:

Date

8 March 2023

Local time

12:00pm

See the [change notice](#).

#### **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

1 March 2023

Local time

12:00pm

---

### **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: It is expected that contract will be retendered in 2028.

#### **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**

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=720622](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=720622).

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.

(SC Ref:720622)

Download the ESPD document here:



[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=720622](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=720622)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom