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Tender

## **Facilities Management - Office Support**

Scottish Enterprise

F02: Contract notice

Notice identifier: 2021/S 000-003040

Procurement identifier (OCID): ocds-h6vhtk-029347

Published 15 February 2021, 4:16pm

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

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

Scottish Enterprise

Atrium Court, 50 Waterloo Street

Glasgow

G2 6HQ

#### **Contact**

Alison McManus

#### **Email**

[alison.mcmanus@scotent.co.uk](mailto:alison.mcmanus@scotent.co.uk)

#### **Telephone**

+44 1414685025

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.scottish-enterprise.com/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00398](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00398)

**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

[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)

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

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

Facilities Management - Office Support

Reference number

P21-0078

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

- 79993100 - Facilities management services

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

Services

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

Scottish Enterprise has 13 office locations throughout Scotland where our staff work, and we do business. We are offering a contract opportunity for a supplier to provide facilities support in some of these locations.

The successful supplier will deliver a high standard of office facilities support on behalf of Scottish Enterprise. This will include welcoming visitors to our offices and supporting the general day to day running of the on-site facilities services for SE staff, our visitors and other building users. These may vary from site to site, but core support services will include:

- Receptionist Services
- Office Support – Housekeeping
- Meeting Room Services
- Hospitality

- Health & Safety Support
- Security Support
- Business Continuity Support
- Environmental Management Support
- Mail Services
- Ad-Hoc Support

It is anticipated that the contract will start on 1 June 2021 for a period of 3 years with Scottish Enterprise having the option to extend for an additional period of 12 months.

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

Value excluding VAT: £2,536,988

### **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
- 98340000 - Accommodation and office services
- 79992000 - Reception services
- 79993000 - Building and facilities management services
- 79500000 - Office-support services

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

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

Scottish Enterprise's Scotland offices which may include Aberdeen, Bellshill, Clydebank, Dundee, Edinburgh, Glasgow, Glenrothes, Kilmarnock, Paisley, and Stirling.

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

Scottish Enterprise has 13 office locations throughout Scotland where our staff work, and we do business. We are offering a contract opportunity for a supplier to provide facilities support in some of these locations.

The successful supplier will deliver a high standard of office facilities support on behalf of Scottish Enterprise. This will include welcoming visitors to our offices and supporting the general day to day running of the on-site facilities services for SE staff, our visitors and other building users. These may vary from site to site, but core support services will include:

- Receptionist Services
- Office Support – Housekeeping
- Meeting Room Services
- Hospitality
- Health & Safety Support
- Security Support
- Business Continuity Support
- Environmental Management Support
- Mail Services
- Ad-Hoc Support

It is anticipated that the contract will start on 1 June 2021 for an initial period of 3 years with Scottish Enterprise having the option to extend for an additional period of 12 months.

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

Quality criterion - Name: Project Team Structure / Weighting: 20

Quality criterion - Name: Methodology / Weighting: 40

Quality criterion - Name: Environmental Management / Weighting: 9

Quality criterion - Name: Health and Safety / Weighting: 12

Quality criterion - Name: Innovation / Weighting: 7

Quality criterion - Name: Business Continuity / Weighting: 7

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 40

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

Value excluding VAT: £2,536,988

#### **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

Scottish Enterprise will have the option to extend the contract for a further 12 month period, if required.

#### **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

#### **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

The relevant selection criteria will be included in the SPD Scotland online module.

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

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland online module.

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

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland online module.

### **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.2.1) Previous publication concerning this procedure**

Notice number: [2017/S 009-013413](#)

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

Date

26 March 2021

Local time

11:00am

#### **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 March 2021

Local time

11:00am

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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**

SPD Statement for 2A.17 – Form of Participation (Notably as part of a group, consortium, joint venture or similar). Any contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute said contract together with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the contract. It will be for members of the consortium to sort out their respective duties and liabilities amongst each other. For administrative purposes, any associated documentation will be sent to the nominated lead organisation.

SPD Statement for 2D.1.2 – If the bidder proposes to subcontract any part(s) of the service, they should arrange for a separate SPD response from each potential subcontractor.

Dates and other information contained in this notice are communicated as being indicative only and may be subject to change. The contracting authority does not bind itself to accept the lowest or any offer. The contracting authority reserves the right to accept part of one or more offers. The contracting authority will not be liable for any costs incurred by those expressing an interest in or tendering for this contract. Compliance with all relevant legislation is required during the tendering process and the terms of any resulting contract. Bidders may be required to attend for interview. Any contract awarded will be subject to the law of Scotland. The contracting authority reserves the right to source the services through existing framework agreements. The contracting authority reserves the right to assign all or part of any contracts resulting from the process. Tenders shall remain open for acceptance for ninety (90) days from the date for return of tenders, or any subsequent date notified to you by the contracting authority. A tender may be accepted by the contracting authority at any time during this period.

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=642689](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=642689).

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:642689)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=642689](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=642689)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

Sheriff Clerk's Office, PO Box 23, 1 Carlton Place,

Glasgow

G5 9DA

Telephone

+44 1414298888

Country

United Kingdom

Internet address

[www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court](http://www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court)

### **VI.4.2) Body responsible for mediation procedures**

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

[SPOEprocurement@scotland.gsi.gov.uk](mailto:SPOEprocurement@scotland.gsi.gov.uk)

Telephone

+44 1412425466

Country

United Kingdom

Internet address

[www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries](http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries)

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

Precise information on deadline(s) for review procedures

In the first instance, contact the Senior Director of Facilities Management and Procurement at Scottish Enterprise, with any concerns or enquiries. Email:

<https://www.scottish-enterprise.com/help/contact-us>.

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015, may bring proceedings that will be started in the High Court.

### **VI.4.4) Service from which information about the review procedure may be obtained**

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

[SPOEprocurement@scotland.gsi.gov.uk](mailto:SPOEprocurement@scotland.gsi.gov.uk)

Telephone

+44 1412425466

Country

United Kingdom

Internet address

[www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries](http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries)