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Tender

Furniture and Associated Services at Holyrood and MSP Local Offices

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2023/S 000-003870

Procurement identifier (OCID): ocds-h6vhtk-03a3e6

Published 8 February 2023, 1:44pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

Email

Nadia.Smith@parliament.scot

Telephone

+44 1313486620

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.parliament.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284

I.3) Communication

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

<https://www.publictendersscotland.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.publictendersscotland.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

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

I.4) Type of the contracting authority

Other type

Devolved Parliament

I.5) Main activity

Other activity

Legislative Body

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Furniture and Associated Services at Holyrood and MSP Local Offices

Reference number

NIC-G&S-122

II.1.2) Main CPV code

- 39130000 - Office furniture

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Scottish Parliamentary Corporate Body requires a Contractor to provide furniture and associated services including the supply, re-use, refurbishment, delivery and installation at Holyrood, Local Offices, homeworkers, and office holders addresses.

Included within the contract provisions of the furniture requirement are space planning, design, dismantling, repair, collection, removal, and recycling across all Scottish Parliament Premises.

Along with the storage of furniture for reuse, Local Office audit reports and full inventory upkeep are required.

II.1.5) Estimated total value

Value excluding VAT: £2,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 39130000 - Office furniture

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Holyrood and locations throughout Scotland including the Highlands and Islands.

II.2.4) Description of the procurement

The Scottish Parliamentary Corporate Body requires a Contractor to provide furniture and associated services including the supply, re-use, refurbishment, delivery and installation at Holyrood, Local Offices, homeworkers, and office holders addresses.

Included within the contract provisions of the furniture requirement are space planning, design, dismantling, repair, collection, removal, and recycling across all Scottish Parliament Premises.

Along with the storage of furniture for reuse, Local Office audit reports and full inventory upkeep are required.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 40

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

two x 12 month extensions at the sole discretion of the SPCB.

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

Samples are weighted at 10% of the technical evaluation and will be required as part of the evaluation process. Further information can be found in the Invitation to Tender Letter.

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

The Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the

financial standing of tenderers. Tenderers are encouraged to review their financial performance on Creditsafe and read information about

how that data is collected and used prior to submitting a tender. Information and the opportunity to run a free report can be found at

<http://www.creditsafe.com/products/business-credit-reports/>

If a tenderer does not agree with the credit rating it has been given by Creditsafe it can provide supporting evidence to demonstrate its

current position and this will be taken into account when the financial standing is being assessed.

If a tenderer is not listed on Creditsafe, for whatever reason, then it may be asked to submit equivalent accounts to enable the required

assessment of financial standing to be carried out.

Tenderers should have a Creditsafe credit rating of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower

credit rating score and has the backing of a parent company with a credit rating of 40 or higher, then the provision of a Parent Company

Guarantee prior to the award of any contract will be acceptable. If a tenderer has a lower credit rating score and no evidence to support a

stable or improved financial standing then the tender may be rejected.

Minimum level(s) of standards possibly required

The tenderer must have the following insurance levels:

Employers Liability 10,000,000.00

Public Liability 10,000,000.00

Product Liability 10,000,000.00

III.1.3) Technical and professional ability

List and brief description of selection criteria

With reference to 4C of the SPD, tenderers are required to provide two examples of your organisation's experience in delivering furniture and services including but not limited to the different types of furniture you supply and the broad range of services (including reporting mechanisms, re-use, refurbishment etc.) which are detailed within the contract specification documents.

Samples are required as part of your bid submission and will be assessed for health and safety, durability and quality. Details can be found within the ITT letter.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Please refer to the contract specification for the full requirements of the goods and services.

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

13 March 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

13 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: The next tender exercise will commence in 2029.

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

Furniture samples are required as part of the tender evaluation and have a 10% weighting applied to them. Further information can be obtained from the Invitation to Tender letter.

The opportunity for bidders to view the premises can be facilitated by the SPCB. Requests to do so should be submitted via PCS-T.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23488. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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:

Community benefits are required as part of this contract. Full information can be found in the contract specification documentation.

(SC Ref:721125)

VI.4) Procedures for review

VI.4.1) Review body

The Scottish Parliament

Holyrood

Edinburgh

EH99 1SP

Country

United Kingdom

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

Edinburgh Sheriff Court House

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom