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Tender

Supply, Delivery & Installation of Education & Office Furniture

Scotland Excel

F02: Contract notice

Notice identifier: 2021/S 000-004234

Procurement identifier (OCID): ocds-h6vhtk-0297eb

Published 3 March 2021, 12:16pm

Section I: Contracting authority

I.1) Name and addresses

Scotland Excel

Renfrewshire House, Cotton Street

Paisley

PA1 1AR

Email

education.corporate@scotland-excel.org.uk

Telephone

+44 3003001200

Fax

+44 1416187423

Country

United Kingdom

NUTS code

UKM - SCOTLAND

Internet address(es)

Main address

<http://www.scotland-excel.org.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10383

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

<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/>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Supply, Delivery & Installation of Education & Office Furniture

Reference number

0620

II.1.2) Main CPV code

- 39100000 - Furniture

II.1.3) Type of contract

Supplies

II.1.4) Short description

This framework will provide Councils and other participating bodies with a mechanism to procure a range of furniture suitable for classrooms, pre-5 environments, dining rooms, flexible learning and workspaces, office environments, meeting rooms and reception areas.

II.1.5) Estimated total value

Value excluding VAT: £32,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Education Furniture

Lot No

1

II.2.2) Additional CPV code(s)

- 39100000 - Furniture
- 39111000 - Seats
- 39160000 - School furniture
- 39111100 - Swivel seats
- 39110000 - Seats, chairs and related products, and associated parts
- 39113000 - Miscellaneous seats and chairs
- 39150000 - Miscellaneous furniture and equipment
- 39121000 - Desks and tables
- 39121100 - Desks
- 39173000 - Storage units
- 39133000 - Display units
- 39122000 - Cupboards and bookcases
- 39122200 - Bookcases
- 39120000 - Tables, cupboards, desk and bookcases
- 39121200 - Tables

II.2.3) Place of performance

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

Various locations throughout the geographical boundaries of the participating councils and associate members within Scotland.

II.2.4) Description of the procurement

This lot is for the supply, delivery and installation of various styles of education seating, desks and tables and education storage furniture.

The styles of education seating include but are not limited to general pupil chairs, ICT chairs, assembly chairs, folding chairs and stackable chairs.

The styles of desks and tables include but are not limited to general pupil desks, height adjustable pupil desks, exam desks, science desks, project tables, teachers desks, ICT desks and flip top tables.

The styles of storage include but are not limited to mobile storage units, cupboards, bookcases, folio storage, tote tray storage, pedestal units, tambour storage and storage lockers.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

48

This contract is subject to renewal

No

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 (or any competition in relation to any lot) if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2) Description

II.2.1) Title

Education Dining Furniture

Lot No

2

II.2.2) Additional CPV code(s)

- 39100000 - Furniture
- 39112100 - Dining chairs
- 39113300 - Bench seats
- 39113500 - Stools
- 39110000 - Seats, chairs and related products, and associated parts
- 39120000 - Tables, cupboards, desk and bookcases

II.2.3) Place of performance

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

Various locations throughout the geographical boundaries of the participating councils and associate members within Scotland.

II.2.4) Description of the procurement

This lot is for the supply, delivery and installation of various styles of education dining furniture.

The styles of dining furniture include but are not limited to folding tables, fixed leg tables, bistro tables, stacking / folding benches and mobile tables.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

48

This contract is subject to renewal

No

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 (or any competition in relation to any lot) if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2) Description

II.2.1) Title

Pre-5 Furniture

Lot No

3

II.2.2) Additional CPV code(s)

- 39100000 - Furniture
- 39161000 - Kindergarten furniture

- 39111000 - Seats
- 39113000 - Miscellaneous seats and chairs
- 39121000 - Desks and tables
- 39121100 - Desks
- 39133000 - Display units
- 39120000 - Tables, cupboards, desk and bookcases
- 39122000 - Cupboards and bookcases
- 39122200 - Bookcases
- 39110000 - Seats, chairs and related products, and associated parts
- 39150000 - Miscellaneous furniture and equipment

II.2.3) Place of performance

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

Various locations throughout the geographical boundaries of the participating councils and associate members within Scotland.

II.2.4) Description of the procurement

This lot is for the supply, delivery and installation of various styles of pre - 5 furniture.

The styles of pre - 5 furniture include but are not limited to infant / toddler seating, teacher seating, infant / toddler desks, pre-5 storage units and an infant / toddler cloakroom units.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

48

This contract is subject to renewal

No

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 (or any competition in relation to any lot) if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2) Description

II.2.1) Title

Office Furniture

Lot No

5

II.2.2) Additional CPV code(s)

- 39100000 - Furniture
- 39130000 - Office furniture
- 39111000 - Seats
- 39111100 - Swivel seats
- 39110000 - Seats, chairs and related products, and associated parts

- 39113000 - Miscellaneous seats and chairs
- 39121000 - Desks and tables
- 39121100 - Desks
- 30199500 - Box files, letter trays, storage boxes and similar articles
- 30193700 - File storage box
- 39173000 - Storage units
- 39120000 - Tables, cupboards, desk and bookcases
- 39133000 - Display units
- 39122000 - Cupboards and bookcases
- 39122200 - Bookcases
- 39156000 - Lounge and reception-area furniture
- 39150000 - Miscellaneous furniture and equipment
- 39151300 - Modular furniture
- 39134100 - Computer tables
- 39121200 - Tables

II.2.3) Place of performance

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

Various locations throughout the geographical boundaries of the participating councils and associate members within Scotland.

II.2.4) Description of the procurement

This lot is for the supply, delivery and installation of various styles of office seating, desks and tables, meeting room and reception furniture and office storage furniture.

The styles of office seating include but are not limited to operator / task chairs, visitor chairs, executive style chairs, draughtsman chairs, stools and meeting room chairs.

The styles of office desks and tables include but are not limited to desk screens, pedestals, cantilever desks, bench desks, height adjustable desks, panel end desks, general multi purpose tables, folding tables and flip top tables.

The styles of office meeting room and reception furniture include but are not limited to conference room tables, reception area / meeting room coffee tables, reception seating and privacy / acoustic shelter seating.

The styles of office storage furniture include but are not limited to double door storage units, tambour units, filing cabinets, personal storage lockers and bookcases.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

48

This contract is subject to renewal

No

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 (or any competition in relation to any lot) if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2) Description

II.2.1) Title

Education Full Kit Out

Lot No

4

II.2.2) Additional CPV code(s)

- 39100000 - Furniture
- 39160000 - School furniture
- 39111000 - Seats
- 39121000 - Desks and tables
- 39112100 - Dining chairs
- 39143200 - Dining-room furniture
- 39143210 - Dining tables
- 39113000 - Miscellaneous seats and chairs
- 39111100 - Swivel seats
- 39110000 - Seats, chairs and related products, and associated parts
- 39121100 - Desks
- 39122000 - Cupboards and bookcases
- 39122200 - Bookcases
- 39120000 - Tables, cupboards, desk and bookcases
- 39133000 - Display units
- 39150000 - Miscellaneous furniture and equipment
- 39122100 - Cupboards
- 39155100 - Library equipment

II.2.3) Place of performance

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

Various locations throughout the geographical boundaries of the participating councils and associate members within Scotland.

II.2.4) Description of the procurement

This lot is for the provision of an education full kit out facility.

For further information regarding the evaluation of this lot, please refer to the "0620 Evaluation Methodology" document, available within the relevant ITT on PCS-Tender.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

48

This contract is subject to renewal

No

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 (or any competition in relation to any lot) if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2) Description

II.2.1) Title

Office Full Kit Out

Lot No

6

II.2.2) Additional CPV code(s)

- 39100000 - Furniture
- 39130000 - Office furniture
- 39111000 - Seats
- 39111100 - Swivel seats
- 39110000 - Seats, chairs and related products, and associated parts
- 39121000 - Desks and tables
- 39121100 - Desks
- 30193700 - File storage box
- 30199500 - Box files, letter trays, storage boxes and similar articles
- 39173000 - Storage units
- 39120000 - Tables, cupboards, desk and bookcases
- 39156000 - Lounge and reception-area furniture
- 39113000 - Miscellaneous seats and chairs
- 39122000 - Cupboards and bookcases
- 39122200 - Bookcases
- 39133000 - Display units

- 39150000 - Miscellaneous furniture and equipment
- 39151300 - Modular furniture
- 39134100 - Computer tables
- 39121200 - Tables

II.2.3) Place of performance

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

Various locations throughout the geographical boundaries of the participating councils and associate members within Scotland.

II.2.4) Description of the procurement

This lot is for the provision of an office full kit out facility.

For further information regarding the evaluation of this lot, please refer to the “0620 Evaluation Methodology” document, available within the relevant ITT on PCS-Tender.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

48

This contract is subject to renewal

No

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 (or any competition in relation to any lot) if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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

In accordance with Regulation 59(12), as this proposed Framework Agreement is divided into Lots, these Economic and Financial Standing selection criteria apply separately in relation to each individual lot.

INSURANCE REQUIREMENTS:

It is a requirement of the contracts to be procured under the proposed framework agreement that tenderers hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

ALL LOTS

EMPLOYERS (COMPULSORY) LIABILITY = a minimum indemnity limit of 5 million GBP per occurrence.

PUBLIC/PRODUCTS LIABILITY = a minimum indemnity limit of 10 million GBP per occurrence, and in the aggregate in respect of Products.

MOTOR VEHICLE INSURANCE = a minimum indemnity level of 5 million GBP in respect of third party property damage, without limit to the number of claims; unlimited in respect of personal injury.

OTHER ECONOMIC AND FINANCIAL REQUIREMENTS:

A search of the tenderer against Equifax's Protect must not return a 'Warning' or 'Caution' returnable code or any neutral code, unless the tenderer confirms that it can provide any other document which Scotland Excel considers appropriate to prove to Scotland Excel (acting within its permitted discretion under the applicable public procurement rules) that the tenderer does/would not present an unmanageable risk should it be appointed on to the proposed Framework Agreement.

Equifax's protect is a fraud indicator/credit risk search and analysis of five areas of threat in relation to a particular company: credit history; disqualification; validation and investigation bureau; connected data; and bureau information.

III.1.3) Technical and professional ability

List and brief description of selection criteria

1. Relevant examples of previous supplies or services
2. Subcontracting
3. Quality Management Procedures
4. Environmental Management Systems or Standards
5. Health and Safety Procedures

In accordance with Regulation 59(12), as this proposed Framework Agreement is divided into Lots, these Technical and professional ability selection criteria apply separately in relation to each individual lot.

Minimum level(s) of standards possibly required:

Further to the identified selection criteria outlined above, full guidance and the minimum levels of standards required are outlined in the "0620 - III.1.3 Technical and Professional Ability" document, which can be found in the "Information and Instructions" folder in the "Buyer Attachments" area, within ITT 38047 of project 17595.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

For full details of the conditions relevant to the proposed Framework, and contracts to be called-off there under (to the extent known or settled at this stage), please see the procurement documents (details of how to access these being set out in section "I.3) Communication" of this Contract Notice).

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 20

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: [2020/S 169-410305](#)

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

Date

9 April 2021

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

9 April 2021

Local time

12:00pm

Place

Scotland Excel, Renfrewshire House, Cotton Street, Paisley PA1 1AR on
<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

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

This Tender process is subject to the Law and Guidance applicable in Scotland relative to the award of public contracts including (without limitation) as set out in the Public Contracts (Scotland) Regulations 2015, most recently amended to reflect the European Union exit by the UK. Any prior version of the relevant Law and Guidance, or terminology related thereto, which appears in these Procurement Documents should therefore be interpreted and applied as currently in force.

Scotland Excel, as a central purchasing body, is procuring this framework for the use and benefit of its members namely 32 local authorities in Scotland, Tayside Contracts, associate members, Scottish Prison Service, together with any Integration Authority, or other body, established pursuant to the Public Bodies (Joint Working) (Scotland) Act 2014.

Scotland Excel local authority members and associate members entitled to use this framework, are listed at

http://www.scotlandexcel.org.uk/home/Aboutus/Ourmembers/Our_members.aspx

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.

Tenderers are advised that the envisaged maximum number of participants that might be appointed to the proposed framework agreement set out in section IV.1.3 of this contract notice is purely indicative.

Scotland Excel reserves the right to appoint more or less tenderer than the envisaged maximum number to the proposed Framework Agreement.

Subcontractors on whose capacity the Tenderer does not rely: Scotland Excel will request the following information in the Single Procurement Document (Scotland):

- whether the Tenderer intends to subcontract any share of the contract to a third party;
- list of the proposed subcontracts as far as it is known at that stage; and
- what proportion/percentage of the contract does the Tenderer intend to subcontract.

Please note that these subcontractors on whose capacity the bidder does not rely will be subject to the rules regarding Exclusion as set out immediately above.

CONTRACT MANAGEMENT, KPIs & COMMUNITY BENEFIT REQUIREMENTS

As per details in the Special Conditions, Suppliers will be required to provide Management Information (MI) & KPIs on a quarterly basis. Community Benefits details will be requested on a 6-monthly basis.

MI requires an itemised statement for Goods and services provided for each contracting authority who will be permitted to purchase under this proposed Framework Agreement down to a defined categorisation structure set out in the MI template.

In addition, details on the KPIs described in the Special Conditions must be provided. This KPI list is non exhaustive and KPIs will be confirmed with successful bidders at mobilisation.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17595. For more information see:

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

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

This contract is for supply, delivery and installation. Not being a works contract, a sub-contract clause is not required.

Community benefits are included in this requirement. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

It has become clear that there is scope within the legal framework which applies to public contracts, to deliver wider social benefits such as:

*Targeted recruitment and training (providing employment and training opportunities/Apprenticeships)

*SME and social enterprise development

*Community engagement

As part of your response within the Technical criteria, Tenderers will be requested to confirm if they will offer community benefits for this framework.

(SC Ref:645131)

VI.4) Procedures for review

VI.4.1) Review body

Paisley Sheriff Court

3 St James' St

Paisley

PA3 2HL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 (SSI2015/446)(as amended) may bring proceedings in the Sheriff Court or the Court of Session.