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Tender

## **Framework Agreement for the Provision of Personal Protective Equipment (PPE) to the named Academic Partners of the University of the Highlands and Islands**

University of the Highlands and Islands

Argyll College

University of the Highlands and Islands

Inverness College UHI (Also known as UHI Inverness)

UHI Moray

North Highland College (Known as UHI North Highland)

Lewis Castle College

UHI Perth

West Highland College UHI

Highland Theological College

Sabhal Mòr Ostaig

Scottish Association for Marine Science ('SAMS')

F02: Contract notice

Notice identifier: 2023/S 000-004434

Procurement identifier (OCID): ocds-h6vhtk-03a560

Published 14 February 2023, 8:40am

The closing date and time has been changed to:

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

See the [change notice](#).

## **Section I: Contracting authority**

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

University of the Highlands and Islands

12b Ness Walk

Inverness

IV3 5SQ

**Email**

[ayoung@apuc-scot.ac.uk](mailto:ayoung@apuc-scot.ac.uk)

**Telephone**

+44 1463279000

**Fax**

+44 1463279001

**Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.uhi.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00101](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00101)

**I.1) Name and addresses**

Argyll College

Dunoon Centre, West Bay

Dunoon

PA23 7HU

**Email**

[info@argyllcollege.ac.uk](mailto:info@argyllcollege.ac.uk)

**Telephone**

+44 8452309969

**Country**

United Kingdom

**NUTS code**

UKM63 - Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute

**Internet address(es)**

Main address

<http://www.argyll.uhi.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA18943](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA18943)

**I.1) Name and addresses**

University of the Highlands and Islands

12b Ness Walk

Inverness

IV3 5SQ

**Email**

[procurement@uhi.ac.uk](mailto:procurement@uhi.ac.uk)

**Telephone**

+44 1463279000

**Fax**

+44 1463279001

**Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.uhi.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00101](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00101)

**I.1) Name and addresses**

Inverness College UHI (Also known as UHI Inverness)

1 Inverness Campus

Inverness

IV2 5NA

**Email**

[info@inverness.uhi.ac.uk](mailto:info@inverness.uhi.ac.uk)

**Telephone**

+44 1463273000

**Fax**

+44 1463279001

**Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.inverness.uhi.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00454](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00454)

**I.1) Name and addresses**

UHI Moray

Moray Street

Elgin

IV30 1JJ

**Email**

[tfisk@apuc-scot.ac.uk](mailto:tfisk@apuc-scot.ac.uk)

**Telephone**

+44 1343576000

**Fax**

+44 1343576001

**Country**

United Kingdom

**NUTS code**

UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey

**Internet address(es)**

Main address

<https://www.moray.uhi.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00460](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00460)

**I.1) Name and addresses**

North Highland College (Known as UHI North Highland)

Ormlie Road

Thurso

KW14 7EE

**Email**

[info@northhighland.ac.uk](mailto:info@northhighland.ac.uk)

**Telephone**

+44 1847889000

**Fax**

+44 1847889001

**Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.northhighland.ac.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00471](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00471)

**I.1) Name and addresses**

Lews Castle College

Castle Grounds, Stornoway

Isle of Lewis

HS2 0XR

**Email**

[enquiries@lews.uhi.ac.uk](mailto:enquiries@lews.uhi.ac.uk)

**Telephone**

+44 1851770000

**Fax**

+44 1851770001

**Country**

United Kingdom

**NUTS code**

UKM64 - Na h-Eileanan Siar (Western Isles)

**Internet address(es)**

Main address

<http://www.lews.uhi.ac.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00459](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00459)

**I.1) Name and addresses**

UHI Perth

Crieff Road

Perth

PH1 2NX

**Email**

[pc.procurement@perth.uhi.ac.uk](mailto:pc.procurement@perth.uhi.ac.uk)

**Telephone**

+44 1738877000

**Fax**

+44 1851770001

**Country**



United Kingdom

**NUTS code**

UKM77 - Perth & Kinross and Stirling

**Internet address(es)**

Main address

<http://www.perth.uhi.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00464](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00464)

**I.1) Name and addresses**

West Highland College UHI

Carmichael Way

Fort William

PH33 6FF

**Email**

[info@whc.uhi.ac.uk](mailto:info@whc.uhi.ac.uk)

**Telephone**

+44 1397874000

**Fax**

+44 1851770001

**Country**

United Kingdom

**NUTS code**

UKM63 - Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute

**Internet address(es)**

Main address

[www.whc.uhi.ac.uk](http://www.whc.uhi.ac.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA16402](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA16402)

**I.1) Name and addresses**

Highland Theological College

High Street

Dingwall

IV15 9HA

**Email**

[kmcewan@apuc-scot.ac.uk](mailto:kmcewan@apuc-scot.ac.uk)

**Telephone**

+44 1349780203

**Fax**

+44 1851770001

**Country**

United Kingdom

**NUTS code**

UKM - Scotland

## **Internet address(es)**

Main address

<https://www.htc.uhi.ac.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA29323](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA29323)

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

Sabhal Mòr Ostaig

Sabhal Mor Ostaig, Teangue

Isle of Skye

IV44 8RQ

## **Email**

[ksmith@apuc-scot.ac.uk](mailto:ksmith@apuc-scot.ac.uk)

## **Telephone**

+44 1471888000

## **Fax**

+44 1471888001

## **Country**

United Kingdom

## **NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.smo.uhi.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00467](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00467)

**I.1) Name and addresses**

Scottish Association for Marine Science ('SAMS')

Scottish Marine Institute, Oban

Argyll

PA37 1QA

**Email**

[tenders@sams.ac.uk](mailto:tenders@sams.ac.uk)

**Telephone**

+44 1631559000

**Fax**

+44 1631559001

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.sams.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA14563](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA14563)

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **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**

Education

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## **Section II: Object**

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

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

Framework Agreement for the Provision of Personal Protective Equipment (PPE) to the

named Academic Partners of the University of the Highlands and Islands

Reference number

CS-UHI-21498

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

- 18100000 - Occupational clothing, special workwear and accessories

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

Supplies

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

The named Academic Partners of the University of the Highlands and Islands wish to form a sole supplier Framework Agreement for the Provision of Personal Protective Equipment (PPE) for staff and students. For the purpose of clarification, the below partners have access to this Framework Agreement. It should be noted that partners have the option to purchase requirements outside of this Framework Agreement and are not obligated to use the Framework Agreement.

- UHI Argyll
- UHI Executive Office
- UHI Inverness
- UHI Moray
- UHI North Highland
- UHI Outer Hebrides
- UHI Perth
- UHI West Highland
- Highland Theological College
- Sabhal Mòr Ostaig

- Scottish Association for Marine Science

It should be noted that UHI North Highland, UHI Outer Hebrides and UHI West Highland are expected to merge into one institution in the summer of 2023. In the event this merger takes place, the newly formed institution will have access to this Framework Agreement.

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

This contract is divided into lots: No

## **II.2) Description**

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

- 18143000 - Protective gear
- 18113000 - Industrial clothing
- 18141000 - Work gloves
- 18440000 - Hats and headgear
- 18100000 - Occupational clothing, special workwear and accessories
- 18800000 - Footwear
- 18830000 - Protective footwear
- 18400000 - Special clothing and accessories
- 18000000 - Clothing, footwear, luggage articles and accessories
- 18200000 - Outerwear
- 18300000 - Garments

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

NUTS codes

- UKM6 - Highlands and Islands

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

The named Academic Partners of the University of the Highlands and Islands wish to form a sole supplier Framework Agreement for the Provision of Personal Protective Equipment (PPE) for staff and students. For the purpose of clarification, the below partners have access to this Framework Agreement. It should be noted that partners have the option to purchase requirements outside of this Framework Agreement and are not obligated to use the Framework Agreement.

- UHI Argyll
- UHI Executive Office
- UHI Inverness
- UHI Moray
- UHI North Highland
- UHI Outer Hebrides
- UHI Perth
- UHI West Highland
- Highland Theological College
- Sabhal Mòr Ostaig
- Scottish Association for Marine Science

It should be noted that UHI North Highland, UHI Outer Hebrides and UHI West Highland are expected to merge into one institution in the summer of 2023. In the event this merger takes place, the newly formed institution will have access to this Framework Agreement.

Additional detail regarding this requirement is contained within the Invitation to Tender document and associated Appendices.

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

Quality criterion - Name: Methodology / Weighting: 15%

Quality criterion - Name: Quality Management / Weighting: 15%

Quality criterion - Name: Product Sourcing – Ethical, Environmental and Sustainability /



Weighting: 15%

Quality criterion - Name: Customer Service / Weighting: 10%

Quality criterion - Name: Fair Work Practices / Weighting: 5%

Price - Weighting: 40%

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Framework Agreement will commence for an initial term of twenty-four (24) months.

The Authority reserves the right to extend the contract for two (2) x twelve (12) month periods, subject to satisfactory performance and continued requirement of the Authority.

### **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**

Minimum level(s) of standards possibly required

Insurance

Bidders must confirm they can provide the following supporting evidence prior to award:

- Employer's (Compulsory) Liability Insurance = 5 000 000 GBP or as required by statute
- Product Liability Insurance = 5 000 000 GBP
- Public Liability Insurance = 5 000 000 GBP

Accounts

The following evidence will be requested with tender submissions in order to conduct analysis of organisation's financial standing:

Contractors are required to submit 2 years audited accounts including profit and loss statements, or equivalent before the tender submission deadline.

Alternatively, if you are unable to provide the required accounting information – e.g., a new business without the required accounts, please provide a banker's letter demonstrating their willingness to support your organisation over the term of the Framework Agreement.

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

Selection criteria as stated in the procurement documents

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

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

#### **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

27 March 2023

Local time

12:00pm

Changed to:

Date

31 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

27 March 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: February 2025 OR February 2026 OR February 2027

Please note that the timing for a future contract notice with regard to this requirement cannot be determined at this point in time.

### **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**

The below documentation requires to be submitted as part of the tender submission:

Appendix A - Form of Tender

Appendix B - Freedom of Information

Appendix D - Supply Chain Code of Conduct

Appendix E - Commercial Questionnaire

Appendix F - Technical Questionnaire

Appendix G - GDPR Vendor Data Processor Assurance Assessment

Appendix H - Cloud Risk Evaluation Questionnaire

Appendix I - Conflict of Interest

Single Procurement Document

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23300. For more information see:

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

(SC Ref:722443)

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

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

Inverness Sheriff and Justice of the Peace Court

Inverness

IV2 3EG

Country

United Kingdom