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Tender

Provision of Secure/Confidential Document Shredding

Angus Council
Dundee City Council
Perth & Kinross Council

F02: Contract notice

Notice identifier: 2023/S 000-006679

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

Published 8 March 2023, 8:46am

Section I: Contracting authority

I.1) Name and addresses

Angus Council

Angus House, Orchardbank Business Park

Forfar

DD8 1AN

Email

Procurement@angus.gov.uk

Telephone

+44 3452777778

Country

United Kingdom

NUTS code

UKM71 - Angus and Dundee City

Internet address(es)

Main address

<http://www.angus.gov.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00236

I.1) Name and addresses

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1NZ

Email

eprocurement@dundeecity.gov.uk

Telephone

+44 1382434000

Fax

+44 1382433045

Country

United Kingdom

NUTS code

UKM71 - Angus and Dundee City

Internet address(es)

Main address

www.dundeeecity.gov.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00220

I.1) Name and addresses

Perth & Kinross Council

2 High Street

Perth

PH1 5PH

Email

contracts@pkc.gov.uk

Telephone

+44 1738475000

Fax

+44 1382433045

Country

United Kingdom

NUTS code

UKM77 - Perth & Kinross and Stirling

Internet address(es)

Main address

<http://www.pkc.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00372

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

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

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Secure/Confidential Document Shredding

Reference number

AC/22-043-HDIB

II.1.2) Main CPV code

- 90511400 - Paper collecting services

II.1.3) Type of contract

Services

II.1.4) Short description

Provision of Secure/Confidential Document Shredding and uplift for Angus Council. Secure vaults/consols to be provided by contractor for scheduled monthly uplifts at various establishments listed in Appendix 6. Ad hoc uplifts to be carried out in a reasonable timeframe. It should be noted that the requirements may vary over the period of the contract depending on business demands.

This notice is being placed on behalf of Angus Council. Any resultant framework agreement will be available, with the agreement of the Council, for use by other Scottish contracting authorities, or its agents – most likely Dundee City Council and or Perth & Kinross Council.

II.1.5) Estimated total value

Value excluding VAT: £120,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90510000 - Refuse disposal and treatment
- 90514000 - Refuse recycling services
- 90500000 - Refuse and waste related services
- 90513000 - Non-hazardous refuse and waste treatment and disposal services
- 79500000 - Office-support services

II.2.3) Place of performance

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Angus although Dundee City Council and Perth City Council are permitted to use this framework also.

II.2.4) Description of the procurement

We are seeking to establish a Single Supplier Framework for the Provision of Secure/Confidential Document Shredding and uplift for Angus Council. Secure vaults/containers to be provided by contractor for scheduled monthly uplifts at various establishments listed in Appendix 6. Provision for ad hoc bulk bag collections from various sites, suitable bags/containers for such collections to be supplied by the contractor free of charge. Ad hoc uplifts to be carried out in a reasonable timeframe. It should be noted that the requirements may vary over the period of the contract depending on business demands.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

II.2.6) Estimated value

Value excluding VAT: £120,000

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

2 x optional 12 month extensions at Buyers discretion

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Suppliers are to be ISO27001 accredited or equivalent, with supporting evidence provided.

Suppliers be a Collector of Waste registered carrier in accordance with the duty of care under the Environmental Protection Act 1990

III.1.2) Economic and financial standing

List and brief description of selection criteria

Insurance - Professional Risk Indemnity

Insurance - Employer's (Compulsory) Liability

Public Liability Insurance

Minimum level(s) of standards possibly required

5M GBP per individual criteria as detailed above, for each and every instance

III.1.3) Technical and professional ability

List and brief description of selection criteria

ISO27001 accredited or equivalent

Collector of Waste registered carrier

Minimum level(s) of standards possibly required

Bidders are to hold a current ISO27001 accreditation, or equivalent and also be a registered Carrier of Waste in accordance with the duty of care under the Environmental Protection Act 1990.

All documents / data collected must be done so in accordance with Code of Practice Guidelines BS EN 15713:2009 Secure Destruction of Confidential Materials.

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

Date

7 April 2023

Local time

10:00am

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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

7 April 2023

Local time

10:30am

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

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=723427.

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.

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.

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:

Please see Method Statement 4 in Appendix 5 - Award Questionnaire for further information in respect of the Community Benefits applicable to this contract

(SC Ref:723427)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=723427

VI.4) Procedures for review

VI.4.1) Review body

Forfar Sheriff Court

Sheriff Court House, Market Street

Forfar

DD8 3LA

Email

forfar@scotcourts.gov.uk

Telephone

+44 1307462186

Country

United Kingdom

Internet address

www.scotcourts.gov.uk

VI.4.2) Body responsible for mediation procedures

Single Point of Enquiry (SPoE) Scottish Government Procurement and Commercial Division,

The Scottish Government, 7th Floor, 5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

spoeprocurement@gov.scot

Telephone

+44 1412425466

Country

United Kingdom

Internet address

www.gov.scot

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

Angus Council

Angus House, Orchardbank Business Park

Forfar

DD8 1AP

Email

Procurement@angus.gov.uk

Telephone

+44 3452777778

Country

United Kingdom

Internet address

www.angus.gov.uk