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Tender

## **The Supply and Delivery of Sportswear, for City of Glasgow College, Glasgow Clyde College and Glasgow Kelvin College**

City of Glasgow College

F02: Contract notice

Notice identifier: 2021/S 000-007032

Procurement identifier (OCID): ocds-h6vhtk-02a2e9

Published 6 April 2021, 4:48pm

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

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

City of Glasgow College

190 Cathedral Street

Glasgow

G4 0RF

#### **Email**

[deborah.fagan@cityofglasgowcollege.ac.uk](mailto:deborah.fagan@cityofglasgowcollege.ac.uk)

#### **Telephone**

+44 1413755176

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00453](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00453)

**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**

Education

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## **Section II: Object**

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

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

The Supply and Delivery of Sportswear, for City of Glasgow College, Glasgow Clyde College and Glasgow Kelvin College

Reference number

CS/CoGC/20/010

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

- 18000000 - Clothing, footwear, luggage articles and accessories

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

Supplies

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

Sportswear for students of City of Glasgow College, Glasgow Clyde College and Glasgow Kelvin College

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

This contract is divided into lots: No

### **II.2) Description**

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

- 18000000 - Clothing, footwear, luggage articles and accessories

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

NUTS codes

- UKM82 - Glasgow City

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

The Glasgow Colleges require a reputable, sustainable and customer focused Sportswear Provider, who is at the forefront of their industry with environmental, social and economic

sustainability at the heart of their organisation, to assist in meeting the objectives set within this contract:

To supply best value, current and stylish Sportswear to College Students.

To develop a positive working relationship between the Colleges and the Successful Bidder ensuring excellent customer service and continuity of supply is provided at all times through the life of the contract.

To provide students with a Sport Kits that has minimum impact on the environment during production and delivery.

To work with a supplier who has embedded fair work practices and transparency through their supply chain.

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

Quality criterion - Name: Core Product List / Weighting: 20

Quality criterion - Name: Service Delivery / Weighting: 13

Quality criterion - Name: Contract Management / Weighting: 13

Quality criterion - Name: Business Continuity Planning / Weighting: 4

Quality criterion - Name: Added Value Services & Community Benefits / Weighting: 4

Quality criterion - Name: Sustainability / Weighting: 16

Price - Weighting: 30

#### **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 contract is for the duration of 2 Years (with option to extend for up to 24 months) therefore the tender will be relet.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **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**

List and brief description of selection criteria

Please refer to Part 4 B Economic and Financial Standing of the SPD

The College will use the following ratios to evaluate a bidder's financial status.

Bidders must confirm within their response to the relevant question within the 'Qualification envelope' that as a minimum, 2 out of the 3 ratios can be met and what the value of each ratio is.

The 3 ratios to be evaluated are:

Profitability - this is taken as profit after tax but before dividends and minority interests. If a company makes a profit then it is a pass for this ratio;

Liquidity - this is calculated as current assets less stock and work in progress, divided by current liabilities. If the answer is greater than or equal to 'one' then it is a pass for this ratio;

Gearing - this is calculated as the total external secured borrowing (short term and long

term) divided by shareholder funds expressed as a percentage. If the answer is less than or equal to 100% it is considered a pass for this ratio.

Where 2 out of the 3 ratios cannot be met, the College may take the undernoted into consideration when assessing financial viability and the risk to the College, providing that the Bidder can supply evidence to substantiate any of the mitigating criteria. This list is not exhaustive and other criteria may be considered where proposed by a bidder as mitigating factors:

Would the bidder have passed the checks if prior year accounts had been used?

Were any of the poor appraisal outcomes 'marginal'?

Does the bidder operate in a market which, traditionally, requires lower liquidity or higher debt finance?

Does the bidder have sufficient reserves to sustain losses for a number of years?

Does the bidder have a healthy cash-flow?

Is the bidder profitable enough to finance the interest on its debt?

Is most of the bidder's debt owed to group companies?

Is the bidder's debt due to be repaid over a number of years, and affordable?

Have the bidder's results been adversely affected by 'one off costs' and / or 'one off accounting treatments'?

Do the bidder's auditors (where applicable) consider it to be a 'going concern'?

Will the bidder provide a Parent Company Guarantee?

Is the bidder the single supplier/source of the Goods/Works/Services in the marketplace?

The College will obtain an Equifax Report or similar financial verification systems to validate the information provided.

Please refer to Part 4 B

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

Employer's (Compulsory) Liability Insurance = 5,000,000 GBP

Product Liability Insurance = 10,000,000 GBP

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

City of Glasgow College will contract manage and monitor the performance of the successful bidder on behalf of all 3 Glasgow Colleges throughout the duration of the contract and will use the following agreed Key Performance Indicators (KPI's) as a benchmark for Management Information (MI) Reporting. The successful bidder's Account Manager will be responsible for submitting the relevant MI required for calculating KPI's every 3 months to the Contract Manager. More frequent reporting will be required at peak ordering times. An initial review of this contract will be conducted 6 weeks after the first orders have been placed.

The Contract Manager will:-

Undertake Quarterly Contract Review Meetings

Liaise with the Colleges Authorised Officer to gain feedback on Contract Performance

Monitor and certify MI Reporting

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

Date

10 May 2021

Local time

12:00pm

#### **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**

Tender must be valid until: 30 September 2021

#### **IV.2.7) Conditions for opening of tenders**

Date

10 May 2021

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: Between 2 and 4 years dependant on extension period being utilised.

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic payment will be used

### **VI.3) Additional information**

Bidders 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.

Declarations and Certificates:

In an open tendering procedure prior to any award being made the successful bidder must provide the undernoted certificates, declarations and/or completed questionnaires to evidence their compliance with the relevant questions within the Qualification Questionnaire.

All certificates, declarations and questionnaires can be found within the Attachment area of PCS-T.

Appendix A – Form of Tender;

Appendix B – Freedom of Information;

Appendix C – Sustain Supply Chain Code of Conduct;

Appendix E – PECOS Supplier Adoption Form;

Appendix G- GDPR Assurance Assessment;

In the case of an open tender this information will not be required to be uploaded and submitted with the bid, but will instead be requested by the College following the conclusion of the evaluation of the Qualification, Technical and Commercial

Questionnaires and prior to the award of the tender.

Failure to provide this information or in the event that the information provided does not support or evidence the statements made within the Qualification Questionnaire, will invalidate any bid. In this scenario the College will seek to obtain the relevant information and evidence from the second highest scoring bidder and so on, and upon verification will award the contract to this bidder instead.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18387.

For more information see:

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

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(SC Ref:649975)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9TW

Country

United Kingdom