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Tender

Maintenance Services for LEV & Fume Cupboards

University of Edinburgh

F02: Contract notice

Notice identifier: 2024/S 000-007573

Procurement identifier (OCID): ocds-h6vhtk-0446fe

Published 8 March 2024, 3:48pm

Section I: Contracting authority

I.1) Name and addresses

University of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

Contact

Mark Eardley

Email

mark.eardley@ed.ac.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<https://www.ed.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Maintenance Services for LEV & Fume Cupboards

Reference number

EC01012

II.1.2) Main CPV code

- 50000000 - Repair and maintenance services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Edinburgh invites competitive tenders for the provision of inspection, testing and reporting of the University's Fume Cupboard and Local Extract Ventilation systems. This Contract covers the period from April 2024 to April 2026 with the option to extend to a period of 4 years (2 + 1 + 1).

II.1.5) Estimated total value

Value excluding VAT: £750,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 1

II.2) Description

II.2.1) Title

Lot 1 Kings Buildings

Lot No

1

II.2.2) Additional CPV code(s)

- 39141500 - Fume cupboards

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

University of Edinburgh

II.2.4) Description of the procurement

Bidders must self-certify their adherence to the conditions of participation via the SPD (Scotland) in PCS-T. Bidders must refer to the specific requirements listed in the Section III in this Contract Notice when completing the SPD in PCS-T. Bidders should note that these are mandatory pass/fail requirements and that failure to provide adequate evidence on request of how these requirements shall be met will result in automatic exclusion from the Tendering process.

Each Bidder passing the Minimum Standards will then respond to SPD pass/fail questions (4C). Suppliers that pass the SPD questions will then be subject to a technical and commercial evaluation.

Bidders will be required to confirm they can meet the requirements and specification detailed within the Statement of Requirements within the Invitation to Tender, Bidders will be required to provide a full product specification. Failure to confirm and demonstrate this in their responses to the technical questions will result in the Bidder being automatically excluded.

The University of Edinburgh reserves the right to apply their own judgement based on experience from similar contracts to determine if the response is feasible. If Bidders knowingly cannot fulfill this, they should discontinue this application.

A 50% technical threshold will apply - bids will be required to achieve a minimum total overall technical score of 40% or more out of the maximum of 80%. A Bidder who fails to achieve the technical threshold will be excluded from the commercial tender evaluation and shall take no further part in the tender evaluation process.

Commercial scores shall be allocated on a comparative basis with the lowest overall price receiving full marks and others a percentage of that mark according to the difference between their bid and the lowest offer. Where we consider any of the total price(s) you have submitted to be abnormally low we will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Public Contracts Regulations 2015).

The quality and commercial score will be combined to give each Bidder, who has passed the technical threshold, an overall total score. The supplier with the highest total score will be deemed to have provided the most economical advantageous tender (MEAT).

The supplier with the Most Economically Advantageous Tender (MEAT) will be awarded to each Lot however to mitigate any risk to the University, UoE will not appoint the same supplier to both Lot 1 & Lot 2. In the event the same supplier wins both Lot 1 & 2, they will be awarded the geographical zone area which has the highest value attached to it (Lot 1). The second highest scoring supplier within Lot 2 will be awarded Lot 2. Successful contractors will

not be allocated more than one lot.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

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) Description

II.2.1) Title

Lot 2 Meds & Vets, Central & Moray House Campus

Lot No

2

II.2.2) Additional CPV code(s)

- 39141500 - Fume cupboards

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

University of Edinburgh

II.2.4) Description of the procurement

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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

Health and Safety at Work Act 1974

Control of Substances Hazardous to Health Regulations (COSHH) 2002 Management of Health and Safety at Work Regulations 1999

Construction (Design and Management) Regulations 2015

HSE ACDP Management and operation of microbiological containment laboratories (<https://www.hse.gov.uk/biosafety/management-containment-labs.pdf>).

BS 5726 2005 Microbiological safety cabinets – Installation, siting and use (BSOL database).

BS EN 12469 2000 Microbiological safety cabinets - Performance criteria (BSOL database).

Other relevant British Standards (eg HEPA filter testing) and sector specialist standards and guidance etc (eg CIBSE, BOHS, ILEVE, IMechE etc).

Home Office Codes of Practice,

BS-EN 14175 Parts 1-7 Fume Cupboards 2003/2012

HSG258: Controlling airborne contaminants at work - A guide to local exhaust ventilation (LEV)

Provision and Use of Work Equipment Regulations (PUWER) 1998

Electricity at Work Regulations 1989

III.1.2) Economic and financial standing

List and brief description of selection criteria

List and brief description of selection criteria:

SPD 4B.1.1 Statement - Bidders will be required to have a minimum “general” yearly turnover of 250,000 GBP for the last 3 years for Lot 1 and 120,000 GBP for Lot 2.

SPD 4B.3 Statement - Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up/started trading.

SPD 4B.5.1a and 4B.5.1b and 4B.5.2 Statement

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer’s (Compulsory) Liability Insurance = 10,000,000 GBP

Public Liability Insurance = 10,000,000 GBP

Professional Risk Indemnity Insurance = 5,000,000 GBP

<http://www.hse.gov.uk/pubns/hse40.pdf>

SPD 4B.6 Statements

Bidders 4B.6 Statement 1: Where the bidder is providing a submission on behalf of a subsidiary company, upon request, the bidder must obtain a Parent Company Guarantee prior to commencement of any subsequently awarded contract.

4B.6 Statement 2: Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations.

Bidders must be able to provide upon request, their 3 most recent sets of annual audited

accounts, including profit and loss information, and the following ratios:

- Current Ratio
- Quick Ratio
- Debtors Turnover Ratio
- Return on Assets
- Working Capital
- Debt to Equity Ratio
- Gross Profit Ratio

A review of your ratios and audited accounts may be undertaken. In some cases this review may lead to an additional request for further financial information to help clarify any potential issues raised.

This information may be used to assess financial sustainability.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Minimum level(s) of standards required:

SPD 4D.1 1st Statement Quality Management. The bidder must hold a UKAS (or equivalent) accredited independent third party

certificate of compliance in accordance with BS EN ISO 9001 (or equivalent).

SPD 4D.1 2nd Statement Health and Safety. The bidder must hold a UKAS (or equivalent), accredited independent third party certificate

of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, in the last 12 months, successfully met the assessment

requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

SPD 4D1.1 1st Statement Quality Management. If the bidder does not hold UKAS (or equivalent) accredited independent third party

certificate of compliance in accordance with BS EN ISO 9001 (or equivalent), then the bidder must have the following:

A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that

the bidder has and continues to implement a quality management policy that is authorised by their Chief Executive, or equivalent, and is

periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and

set out responsibilities for quality management throughout the organisation.

SPD 4D1.1 2nd Statement Health and Safety. If the bidder does not hold a UKAS (or equivalent), accredited independent third party

certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, in the last 12 months, successfully met the

assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum,

then the bidder must have the following:

A regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or

equivalent. The policy must be relevant to the nature and scale relevant to the nature and scale of your operations and set out

responsibilities for H&S management at all levels within the organisation. The policy must be relevant operations and set out your

company's responsibilities of H&S management and compliance with legislation.

NOTE: Organisations with fewer than five employees are not required by law to have a documented policy statement.

SPD 4D.2 Statement

The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or

equivalent) or a valid EMAS (or equivalent) certificate

SPD 4D.2.1 Statement

If the bidder does not hold UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or

equivalent) or a valid EMAS (or equivalent) certificate, then the bidder must have the following:

A regularly reviewed documented policy regarding environmental management, authorised by the Chief Executive, or equivalent. This

policy must include and describe the bidder's environmental emergency response procedures including the preparedness and response

procedures for potential accidents and emergency response situations that give rise to significant environmental impacts (for example hazardous substances spill control).

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Service Requirement - Minimum Requirements

Satisfactory completion of the Single Procurement Document (SPD) located in the Qualification Questionnaire of PCS-T.

Acceptance of the University's standard terms and conditions relating to the purchase of goods and services.

Acceptance of the University's technical standards.

Both Account Manager & Engineers available for an emergency callout on site at the University of Edinburgh Estate within 4 hours.

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

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

8 April 2024

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

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

IV.2.7) Conditions for opening of tenders

Date

8 April 2024

Local time

12:00pm

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: Bidders and subcontractors engaged in the delivery of this contract may be excluded if they have not met applicable social,

environmental and labour obligations under national, EU, and international law (as indicated in ESPD section 3D). Without prejudice to

any relevant obligations, suppliers should note that this includes obligations for certain organisations under:

-the Modern Slavery Act 2015 (available at <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>),

-the ILO conventions and other measures listed in Annex X of Directive 2014/24/EU (available at

<http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32014L0024&from=EN>)

- the Equality Act 2010, in regards to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership,

pregnancy and maternity, race, religion or belief, sex and sexual orientation (available at

<https://www.legislation.gov.uk/ukpga/2010/15/contents>)

-the Employment Relations Act 1999 (Blacklists) Regulations 2010 (<http://www.legislation.gov.uk/uksi/2010/493/contents/made>) - this is

grounds for mandatory exclusion or termination at any procurement or contract stage

At any stage, bidders and/or relevant subcontractors may be required to provide statements and means of proof demonstrating their

compliance with these obligations or the reliability of their self-cleansing measures, including the annual statement as provided for by section 54 of the Modern Slavery Act for organisations with a turnover of 36,000,000 GBP or over.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 54126. For more information see:

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

(SC Ref:755915)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom