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Tender

## **Provision of Workwear and Corporate Clothing**

Historic Environment Scotland

F02: Contract notice

Notice identifier: 2022/S 000-007595

Procurement identifier (OCID): ocds-h6vhtk-032445

Published 21 March 2022, 2:47pm

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

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

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

#### **Contact**

Fiona Fretwell

#### **Email**

[procurement@hes.scot](mailto:procurement@hes.scot)

#### **Telephone**

+44 1316688866

#### **Fax**

+44 1316688877

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://historicenvironment.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00164](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.publiccontractsscotland.gov.uk](http://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](http://www.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

National or federal Agency/Office

**I.5) Main activity**

Other activity

Built Environment, Conservation and Tourism

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## **Section II: Object**

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

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

Provision of Workwear and Corporate Clothing

Reference number

HES/C/4117

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

- 18222000 - Corporate clothing

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

Supplies

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

HES has a requirement for corporate clothing and workwear for approximately 1,000 staff members, the number of staff and the requirement fluctuate with seasons. The garments are to have various logo's applied and for the items that cannot have the logo's applied then a tax tab must be affixed.

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

HES may award both Lots to the same company.

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

#### **II.2.1) Title**

Provision of Corporate Clothing

Lot No

1

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

- 18222000 - Corporate clothing

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

NUTS codes

- UKM - Scotland

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

HES has a requirement for corporate clothing and workwear for approximately 1,000 staff members, the number of staff and the requirement fluctuate with seasons. HES will require garments to have various logo's applied to clothing and for the items that cannot have the logo's applied then a tax tab must be affixed. Branding should be made from sustainable material and dyes, that has been produced or manufactured with minimal impact on the environment, from the procurement of the raw materials to the making of the end product.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **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

If all extension options are taken up then this will be retendered in 2026.

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

HES may add in other workwear or corporate clothing during the life of the contract.

### **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**

Provision of Workwear

Lot No

2

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

- 18113000 - Industrial clothing

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

NUTS codes

- UKM - Scotland

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

HES has a requirement for corporate clothing and workwear for approximately 1,000 staff members, the number of staff and the requirement fluctuate with seasons. HES will require garments to have various logo's applied to clothing and for the items that cannot have the logo's applied then a tax tab must be affixed. HES will be looking for the most effective method of applying logos to garments particularly for end of life garments so that the logos can be easily removed for garments to be either re-used or recycled.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **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

If all extension option are taken then this will be re-tendered in 2026.

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

HES may add in other workwear or corporate clothing items during the life of the contract.

### **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

HES use Scotbis, an independent provider of business credit reports, to assess the financial standing of tenderers. The overall aim of this assessment is to ensure, as far as possible, that any potential Supplier will not have financial difficulties that endanger their ability to perform the Contract. If financial information cannot be gained from that source Historic Environment Scotland will request that you provide full audited accounts for the last full financial year. If Suppliers cannot provide any of the assurances as detailed above, and it is determined by HES that your financial strength is not adequate, then your company may not pass the financial evaluation. If you can provide the assurances as detailed above, HES may explore these options with you before determining whether your company can be taken forward in this procurement exercise. Bank details may also be sought to support the above.

Minimum level(s) of standards required:

Employers (compulsory) Liability Insurance - GDP 10 million

- Public Liability Insurance - GDP 10 million

### **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

## **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

25 April 2022

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

25 April 2022

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: If all extension options are used this will be relet in 2026.

### **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**

Please ensure you have completed the Single Procurement Document and submitted your response to Documents 3 - Quality Schedule, Document 4 Pricing Documents and the Garment Data Input spreadsheets by the closing date.

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=687616](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=687616).

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](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.

(SC Ref:687616)

Download the ESPD document here:

[\[\[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=687616\]\]](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=687616)

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

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

Edinburgh Sheriff Court and Justice of Peace Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom