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Tender

## **Optivo Office Cleaning and Related Services**

Optivo

F02: Contract notice

Notice identifier: 2022/S 000-008139

Procurement identifier (OCID): ocids-h6vhtk-032665

Published 25 March 2022, 12:27pm

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

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

Optivo

125 High Street

Croydon

CR0 9XP

#### **Email**

[kim.newman@optivo.org.uk](mailto:kim.newman@optivo.org.uk)

#### **Telephone**

+44 8001216060

#### **Country**

United Kingdom

#### **NUTS code**

UKI62 - Croydon

**Internet address(es)**

Main address

<http://www.optivo.org.uk>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA8521](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA8521)

**I.3) Communication**

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

<https://www.mytenders.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.mytenders.co.uk>

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

Body governed by public law

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

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

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

Optivo Office Cleaning and Related Services

Reference number

OP 7359

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

- 90919200 - Office cleaning services

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

Services

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

Office Cleaning and Related Services to the Optivo office portfolio in London, Kent, Sussex and West Midlands.

#### **II.1.5) Estimated total value**

Value excluding VAT: £3,780,000

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

This contract is divided into lots: No

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

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

- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 45452000 - Exterior cleaning work for buildings
- 90000000 - Sewage, refuse, cleaning and environmental services
- 90641000 - Gully cleaning services

- 90900000 - Cleaning and sanitation services
- 90910000 - Cleaning services
- 90911000 - Accommodation, building and window cleaning services
- 90911100 - Accommodation cleaning services
- 90911200 - Building-cleaning services
- 90911300 - Window-cleaning services
- 90919200 - Office cleaning services
- 90524000 - Medical waste services
- 85142300 - Hygiene services
- 72512000 - Document management services
- 90922000 - Pest-control services
- 39830000 - Cleaning products

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

NUTS codes

- UKG - West Midlands (England)
- UKJ4 - Kent
- UKI4 - Inner London – East
- UKI6 - Outer London – South
- UKJ2 - Surrey, East and West Sussex

Main site or place of performance

Office locations within London, Kent, Sussex and West Midlands

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

Cleaning and related services to the Optivo portfolio of office accommodation.

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

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

documents

#### **II.2.6) Estimated value**

Value excluding VAT: £3,780,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Option to extend by up to a further 2 years.

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

List and brief description of conditions

Selection criteria as stated in the procurement documents

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

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

As stated in the tender documents.

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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

6 May 2022

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: 2 September 2022

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

Date

6 May 2022

Local time

12:00pm

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## **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 myTenders Web Site at <https://www.mytenders.co.uk>

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.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.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.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at [https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=225678](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=225678).

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(MT Ref:225678)

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

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

Public Procurement Review Service



Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>