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Tender

EC0993 Accommodation, Catering and Events Cleaning Requirements

University Of Edinburgh

F02: Contract notice

Notice identifier: 2023/S 000-008930

Procurement identifier (OCID): ocds-h6vhtk-03b690

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Section I: Contracting authority

I.1) Name and addresses

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

Contact

Fiona Vine

Email

f.vine@ed.ac.uk

Telephone

+44 1316502508

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.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/>

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

<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

EC0993 Accommodation, Catering and Events Cleaning Requirements

Reference number

EC0993

II.1.2) Main CPV code

- 90910000 - Cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Edinburgh's Accommodation, Catering and Events (ACE) is seeking contractors for cleaning services to a range of student accommodation. This will include full lease end cleans across student accommodation as well as commercial end of occupancy (turnaround) cleans.

II.1.5) Estimated total value

Value excluding VAT: £824,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90910000 - Cleaning services
- 90911100 - Accommodation cleaning services
- 90911200 - Building-cleaning services

- 90911000 - Accommodation, building and window cleaning services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

Open Route Procurement to establish a framework agreement for the provision of cleaning services to a range of student accommodation.

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. Within the technical envelope there are also a list of pass/fail questions which bidders must be able to confirm adherence to:

- Adherence to code of conduct
- Ability to provide staff who have been fully trained including COSHH
- Ability to provide staff who are able to follow written and verbal instructions in English language
- The supplier ensures contracted workers have the right to work in the UK, and complies with the Code of Practice for employers: avoiding discrimination while preventing illegal working
- The supplier and subcontractors must be able to ensure there is no slavery or human trafficking in the workforce, and if required by law, submit annual slavery and human trafficking statements.
- The supplier must be paying the real Living Wage as defined by the Living Wage Foundation (currently GBP 10.90/hr, www.livingwage.org.uk, not to be confused with the National Living Wage) to all persons providing these services to the University.
- Equalities and Employment Law: Able to confirm and evidence upon request that all direct and sub-contracted employees involved in the delivery of this contract have all relevant rights respected at all times and are clearly aware, informed and trained about these rights and how to practically exercise them, including with due regard to any potential language barriers, disability or other protected characteristics.

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 be subject to a technical and commercial evaluation.

The weighting for the technical evaluation is 60%. A technical threshold will apply - bids will be required to achieve a minimum score of 30% or more of the overall technical score of 60% in order to progress to the final stage of evaluation. 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.

The methodology used for scoring technical criteria questions is a 0-4 scoring. Please see ITT for full details.

Technical Scores shall be allocated based on the total percentage achieved by the response out of the maximum possible percentage. This takes into account the score out of 4 and the weighting allocated to individual questions.

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 intention is to appoint 8 suppliers to the framework agreement. The suppliers with the highest total scores will be deemed to have provided the most economical advantageous tenders (MEAT).

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Cost criterion - Name: Cost / Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £824,000

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

2 years with the option to extend 2 x 12 month extensions

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.1.2) Economic and financial standing

List and brief description of selection criteria

Part IV: Selection criteria - B: Economic and financial standing – Question 4B1.1 (turnover requirement), 4B5.1 and 4B5.2 (insurance requirements), and 4B6 (other requirements).

Minimum level(s) of standards possibly required

Question 4B1.1

Bidders will be required to have a “general” yearly turnover of 75,000 GBP for the last three years.

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 in question 4B3.

Question 4B5.1 and 4B5.2

Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- Employer’s Liability Insurance: GBP 5,000,000
- Public Liability Insurance: GBP 2,000,000
- Professional Indemnity Insurance: GBP 1,000,000

SPD 4B.6 Statement 1 (PCG):

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.

SPD 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

SPD 4D.1 Statement Quality Management and Health and Safety Procedures.

SPD 4D.2 Statement Environmental Management Systems

Minimum level(s) of standards possibly required

4D.1 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).

4D.1 Statement Health and Safety:

The bidder will be required to provide a copy of their Health and Safety (H&S) management policy and procedures or ISO 45001 accreditation or equivalent if they have this.

4D.1.1 Statement 1

If the bidder does not hold a UKAS (or equivalent) accredited independent third party

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

Equivalent, documented policy and procedures regarding quality management, endorsed by the Chief Executive Officer, or equivalent.

4D.1.1 Statement 2:

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, within 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:

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

4D.2 Statement Environmental Management System:

The bidder will be required to provide a copy of their Environmental Management System policy and procedures or ISO 14001 accreditation or equivalent if they have this.

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:

Equivalent, regularly reviewed documented policy and procedures regarding environmental management, authorised by the Chief Executive, or equivalent.

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 several operators

Envisaged maximum number of participants to the framework agreement: 8

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

2 May 2023

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

2 May 2023

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

2A.17 If the bidder is participating in the procurement procedure together with others as part of a group, consortium, joint venture or similar arrangement, the bidder must answer "yes" and complete the supplier response form attached to section 2A.17.4

2C.1 If the bidder is to rely on the capacities of other suppliers in order to meet the selection criteria set out under Part 4 and the criteria and rules (if any) set out under Part 5 (if included) the bidders should answer 'yes' and the suppliers must complete the first three sections of the SPD supplier response form to section 2C.1.1. Any selection criteria response from SPD section 4 that they fulfil on behalf of the main bidder should be clearly labelled with the suppliers name and submitted as part of the main submission.

2D.1 If the bidder expects to subcontract to parties which they will not rely on to meet the selection criteria (as listed in the contract notice and SPD section 4), they should answer 'yes' and, as far as known, list these entities. You will not need to submit the supplier response form on their behalf at this stage, but must submit it with the first three sections completed at any stage upon request.

Sustainable Procurement:

The University will include consideration of sustainability in this procurement, including what Fair Work Practices they have in place, which will include consideration of the Living Wage. The University may also include consideration of what practices bidders will commit to monitor and reduce their carbon footprint. Detailed information will be contained within our invitation to tender (ITT) documentation, and may include confirmation of compliance with the APUC Supply Chain Code of Conduct and invitation to the Sustain assessment programme.

Living Wage:

The University of Edinburgh has Living Wage Accreditation and is committed to promoting fair and reasonable remuneration. The University expects this for all workers involved in the delivery of our contracts, including at least the Living Wage for UK-based workers (currently 10.90 GBP per hour according to the Living Wage Foundation, see www.livingwage.org.uk).

Modern Slavery, Blacklisting Equalities Act

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 SPD section 3D). Without prejudice to any additional relevant duties, 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 (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.

Main Contract Type and T&Cs: University of Edinburgh Standard Terms and Conditions for Goods and Services.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 49206. For more information see:

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

(SC Ref:727009)

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

VI.4.2) Body responsible for mediation procedures

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street,

Edinburgh

EH1 1LB

Country

United Kingdom