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Tender

Window Cleaning Services

Heriot-Watt University

F02: Contract notice

Notice identifier: 2026/S 000-009392

Procurement identifier (OCID): ocds-h6vhtk-061537

Published 3 February 2026, 11:50am

Section I: Contracting authority

I.1) Name and addresses

Heriot-Watt University

Moyen House, Research Park North, Heriot-Watt University

Riccarton, Edinburgh

EH14 4AP

Contact

Rosemary Carson

Email

R.R.Carson@hw.ac.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://hw.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00307

I.3) Communication

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

<https://www.publictenderscotland.publiccontractsscotland.gov.uk/esop/toolkit/negotiation/tender/list/myTnd/show.si?from=menu&reset=true#fh>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://www.publictenderscotland.publiccontractsscotland.gov.uk/esop/toolkit/dashboard/dashboard.do?_ncp=1770031432926.63096-2

Tenders or requests to participate must be submitted to the above-mentioned address

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

Window Cleaning Services

Reference number

HWU-UK-2526-079-00

II.1.2) Main CPV code

- 90911000 - Accommodation, building and window cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

The University is seeking to appoint a window cleaning service provider for its Edinburgh and Galashiels Campuses and properties located within the city of Edinburgh; Hermiston House and Panmure House.

II.1.5) Estimated total value

Value excluding VAT: £400,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh campus

II.2.4) Description of the procurement

The University is seeking to appoint a window cleaning service provider for its Edinburgh and Galashiels Campuses and properties located within the city of Edinburgh; Hermiston House and Panmure House.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The University reserves the right to extend the Agreement for a further 24 months (12 + 12) subject to satisfactory performance and continuation of the University's requirements.

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.2.14) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58(1) of the Public Contracts (Scotland) Regulations 2015.

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

Bidders must confirm if they hold the authorisation or memberships. This includes the requirement of authorisation or membership from the Federation of Window Cleaners (FWC) and the Safety Accredited Member (SAM) scheme, or equivalent.

Bidders must confirm they can provide the following supporting evidence at point of award.

Please refer to Selection Criteria: Question A.1 of Part IV [SPD].

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

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

5 March 2026

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

5 March 2026

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: January 2031.

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

The ratio for this procurement exercise is Technical 60% and Commercial 40%. Detail on this award criteria can be found in Section 3 of the ITT.

Tenderers will be asked to complete the following forms in the Technical Questionnaire in PCS-Tender: Form of Tender; Bona Fide Tender; Freedom of Information; Supply Chain Code of Conduct; and General Code of Safety Rules. Please note that these forms are for information only and will not be scored.

The successful Contractor must confirm they comply with Modern Slavery Act 2015.

Where the capability & capacity of a subcontractor, members of a consortia or any other body will be relied on to meet the selection criteria, a separate SPD is required from each of those other parties relied on. Where subcontractors are to be used but their capability & capacity are not relied on, the University may choose to request a separate SPD.

Bidders are not required to produce supporting documentary evidence at the time of submitting the SPD. However, where it is necessary to ensure the integrity and proper conduct of the procurement process, the University can request the evidence any time during the procurement process, all or part of the supporting documents from bidders. It is a discretionary ground for exclusion for a bidder not to be able to provide the SPD supporting documents, or to withhold or misrepresent such information. More details on this can be found in the exclusion stage.

There must be no qualification or contra-indication from any evidence provided in support of the Contractor's economic and financial standing

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 31107.
For more information see:

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

(SC Ref:822479)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom