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Tender

Cleaning & Janitorial Products

APUC LIMITED

F02: Contract notice

Notice identifier: 2022/S 000-009535

Procurement identifier (OCID): ocds-h6vhtk-032bda

Published 8 April 2022, 4:09pm

Section I: Contracting authority

I.1) Name and addresses

APUC LIMITED

Unit 27, Stirling Business Centre, Wellgreen

STIRLING

FK82DZ

Contact

Louise Levens

Email

llevens@apuc-scot.ac.uk

Telephone

+44 1314428940

Country

United Kingdom

Region code

UKM77 - Perth & Kinross and Stirling

Internet address(es)

Main address

<https://www.apuc-scot.ac.uk/>

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

Other type

Education

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Cleaning & Janitorial Products

Reference number

JAN1011 AP

II.1.2) Main CPV code

- 39800000 - Cleaning and polishing products

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Authority are seeking Contractor(s) for the provision of Cleaning & Janitorial Products and Sanitary Products to multiple sites and locations throughout Scotland.

The Authority are seeking to obtain, through this tendering process, price normalisation for all Institutions - regardless of size and demand.

II.1.5) Estimated total value

Value excluding VAT: £15,200,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lot 1 - Janitorial & Cleaning Products

Lot No

1

II.2.2) Additional CPV code(s)

- 18424300 - Disposable gloves
- 33761000 - Toilet paper
- 33763000 - Paper hand towels
- 33772000 - Disposable paper products
- 39222100 - Disposable catering supplies
- 39525800 - Cleaning cloths
- 39831000 - Washing preparations
- 42968300 - Toilet-roll dispenser system

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The scope of this agreement is the supply and delivery of a range of Janitorial and Cleaning Products and associate products, materials and services as detailed in the Invitation to Tender documents and appendices to multiple sites and locations across Scotland as detailed in Appendix E - List of Institutions.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 45

Price - Weighting: 55

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 24 months subject to satisfactory performance and continued Institutions requirements.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2) Description

II.2.1) Title

Lot 2 - Sanitary Products

Lot No

2

II.2.2) Additional CPV code(s)

- 33771000 - Sanitary paper products
- 42933100 - Sanitary vending machines
- 42968200 - Sanitary dispensing machines

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The scope of this lot is the supply of a range of single use and re-usable sanitary products and associate products and support services as detailed in the Invitation to Tender documents and appendices to multiple sites and locations across Scotland as detailed in Appendix E - List of Institutions and potentially directly to students

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 45

Price - Weighting: 55

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 24 months subject to satisfactory performance and continued Institutions requirements.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

Please refer to question 4B.5 of the SPD and Economic and Financial standing section of the Contract Notice.

Tenderers must confirm they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance = 5 000 000 GBP

Product Liability Insurance = 5 000 000 GBP

Public Liability Insurance = 5 000 000 GBP

Alternatively, if the Contractor is unable to provide the required accounting information, eg. a new business without the required accounts, then they will be required to provide a bankers letter demonstrating their willingness to support the Contractors organisation over the term of the Framework Agreement.

Please refer to 4B.6 of the SPD.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Submission of Management Information

Following commencement of the Framework Agreement, the Contractor will provide a performance report to the Authority on a quarterly basis to include spend by Institution under the Framework Agreement for the reporting period.

Contractors must provide the information on a quarterly basis, within 10 working days following the start of each quarter. Data must be uploaded to the website:

<http://ucsp.ac.uk/> using the template provided (template shall be provided during the lead-in period). The supplied template is the only format permissible and should contain Contractor name, tender reference, total net spend by institution each month. If there has been no spend for the quarter, then this will still require you to log in and record a nil spend return.

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

11 May 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

11 May 2022

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 48 Months.

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

Form of Tender

Tenderers must sign the Form of Tender - Appendix A prior to award to confirm that their Tender Response is a complete, true and accurate submission.

Sustain Supply Chain Code of Conduct

In partnership with Institutions, the Authority has developed a Sustain Supply Chain Code of Conduct- Appendix D which sets out its expected standards for its supply chain in social, ethical and environmental compliance. Tenderers must complete the Sustain Supply Chain Code of Conduct prior to award to assist in achieving its objectives.

Freedom of Information

Please confirm that you will be in a position to complete, prior to award, Appendix B - Freedom of Information (if applicable) in the

Technical Questionnaire in PCS-Tender. This information should only be submitted if applicable at point of award. It is for information only and will not be scored.

GDPR Contractor Assessment Form (Applicable to Lot 2 only)

Please complete "Appendix G - GDPR Contractor Assessment Form" in the Technical Questionnaire in PCS-Tender. Tenderers bidding for Lot 2 who are offering home or direct

delivery service must complete the assessment form. It is for Information only and will not be scored but it is a requirement of this tender and will be included in the assessment of tender responses and in contractual terms.

Serious Organised Crime

Please complete "Appendix H - Declaration of Non-Involvement in Serious Organised Crime" in the Technical Questionnaire in

PCS-Tender. Tenderers must complete the Declaration of Non-Involvement in Serious Organised Crime. It is for information only and will not be scored but it is a requirement of this tender and will be included in the assessment of tender responses and in contractual terms .

Human Trafficking & Labour Exploitation

Please complete "Appendix I - Declaration of Non-Involvement in Human Trafficking & Labour Exploitation" in the Technical

Questionnaire in PCS-Tender. Tenderers must complete the Declaration of Non-Involvement in Human Trafficking & labour Exploitation.

It is for information only and will not be scored but it is a requirement of this tender and will be included in the assessment of tender responses and in contractual terms.

SCM Responsible Procurement Supply Chain Evaluation Tool: Section 1

Please complete "Appendix J - SCM Responsible Procurement Supply Chain Evaluation Tool: Section 1" in the Technical Questionnaire in PCS-Tender.

Tenderers must complete the SCM Responsible Procurement Supply Chain Evaluation Tool: Section 1. It is for information only and will not be scored but is a requirement of this tender and will be included in the contractual terms.

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court House

Viewfield Place

Stirling

FK8 1NH

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/stirling-sheriff-court-and-justice-of-the-peace-court>