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Tender

The Provision of Cleaning & Associated Services

Inverness College UHI

F02: Contract notice

Notice identifier: 2024/S 000-009691

Procurement identifier (OCID): ocds-h6vhtk-044c99

Published 25 March 2024, 4:06pm

Section I: Contracting authority

I.1) Name and addresses

Inverness College UHI

1 Inverness Campus

Inverness

IV2 5NA

Contact

Derek Cowie

Email

derek.cowie.ic@uhi.ac.uk

Telephone

+44 7411723040

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

<http://www.inverness.uhi.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00454

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

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

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

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

The Provision of Cleaning & Associated Services

Reference number

CS-IC-24261

II.1.2) Main CPV code

- 90910000 - Cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

Cleaning & Associated Services

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

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Inverness College UHI

II.2.4) Description of the procurement

The Provision of Cleaning & Associated Services

II.2.5) Award criteria

Quality criterion - Name: Q1: Service Delivery Plan (SDP) to include Methodology & Scope of Services Approach, Quality Assurance, Quality Management System & Procedures and Continuous Improvements, Innovative suggestions etc. / Weighting: 15

Quality criterion - Name: Q2: Resource Management / Weighting: 15

Quality criterion - Name: Q3. Contract Management / Weighting: 15

Quality criterion - Name: Q4. Health & Safety and Environment & Sustainability / Weighting: 15

Price - Weighting: 40

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

Start date

1 November 2024

End date

30 October 2027

This contract is subject to renewal

Yes

Description of renewals

There will be 2 x 12 months extension option subject to supplier performance throughout the contract duration.

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

A site visit is to be arranged in April 2024, day/time to be confirmed.

Section III. Legal, economic, financial and technical information

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Conformance to the Contract SLA's and KPI's will be required.

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

20 May 2024

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: 20 August 2024

IV.2.7) Conditions for opening of tenders

Date

20 May 2024

Local time

12:00pm

Place

Inverness College UHI

Information about authorised persons and opening procedure

By Derek Cowie, APUC Supply Chain Manager

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Unless there is a contract extension applied then further notices will be every 3 years or with a contract extension every 5 years.

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

It is highly recommended that you attend a site visit, in April 2024, day/time is to be confirmed a.s.a.p.

Terms & Conditions, these will be as per Inverness College UHI Terms & Conditions which can be located on the College website and from here –

<https://www.inverness.uhi.ac.uk/t4-media/one-web/inverness/about-us/foi/class-6/institutional-template-on-standalone-terms-and-conditions-feb-2023.pdf>

Insurance Requirements:

As a mandatory requirement, at time of award, Contractor(s) must hold the following insurance provisions:

- Employers Liability (Compulsory) - GBP 10m
- Public Liability - GBP 5m
- Product Liability- GBP 5m
- Professional Indemnity Insurance - GBP 1m

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=756939.

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.

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:756939)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=756939

VI.4) Procedures for review

VI.4.1) Review body

APUC

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Inverness

IV2 5NA

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+44 7411723040

Country

United Kingdom