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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](mailto: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](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](http://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](http://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](http://www.publiccontractsscotland.gov.uk)

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

Regional or local authority

## **I.5) Main activity**

Education

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## **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.

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## **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.

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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

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

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## **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](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](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](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=756939)

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

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

APUC

1 Inverness Campus

Inverness

IV2 5NA

Email

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+44 7411723040

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United Kingdom