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Tender

## **P24-0081: Scottish Enterprise: Facilities Management - Office Services**

Scottish Enterprise

F02: Contract notice

Notice identifier: 2024/S 000-010331

Procurement identifier (OCID): ocids-h6vhtk-044e58

Published 28 March 2024, 2:39pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Scottish Enterprise

Atrium Court, 50 Waterloo Street

Glasgow

G2 6HQ

#### **Contact**

Adam Cunningham

#### **Email**

[adam.cunningham@scotent.co.uk](mailto:adam.cunningham@scotent.co.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.scottish-enterprise.com/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00398](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00398)

**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)

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

Regional or local Agency/Office

**I.5) Main activity**

Economic and financial affairs

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

P24-0081: Scottish Enterprise: Facilities Management - Office Services

Reference number

P24-0081

#### **II.1.2) Main CPV code**

- 79993100 - Facilities management services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Scottish Enterprise has 4 primary office locations in Scotland where our staff work, and we do business.

We are offering a contract opportunity for a supplier to provide professional, and customer focused on-site facilities and office support service in these locations, Glasgow, Edinburgh, Dundee, and Aberdeen, with Glasgow being our corporate headquarters. We also have some other smaller drop-in spaces in other towns across Scotland, which are shared locations with other agencies, and whilst on-site services are not needed at these additional sites, some virtual support will still be required.

We require a service which will include welcoming visitors to our offices, answering telephone calls, as well as supporting the general day to day running of the on-site facilities services for our staff, visitors, and other building users in conjunction with Scottish Enterprise staff.

It is anticipated that the contract will commence on 1 June 2024 for an initial period of 24 months to 31 May 2026.

Following the initial period, Scottish Enterprise will have the option of 3 x 12-month additional extension periods.

#### **II.1.5) Estimated total value**

Value excluding VAT: £2,050,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 79993100 - Facilities management services
- 98340000 - Accommodation and office services
- 79992000 - Reception services
- 79993000 - Building and facilities management services
- 79500000 - Office-support services

### **II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

### **II.2.4) Description of the procurement**

Scottish Enterprise has 4 primary office locations in Scotland where our staff work, and we do business.

We are offering a contract opportunity for a supplier to provide professional, and customer focused on-site facilities and office support service in these locations, Glasgow, Edinburgh, Dundee, and Aberdeen, with Glasgow being our corporate headquarters. We also have some other smaller drop-in spaces in other towns across Scotland, which are shared locations with other agencies, and whilst on-site services are not needed at these additional sites, some virtual support will still be required.

We require a service which will include welcoming visitors to our offices, answering telephone calls, as well as supporting the general day to day running of the on-site facilities services for our staff, visitors, and other building users in conjunction with Scottish Enterprise staff.

It is anticipated that the contract will commence on 1 June 2024 for an initial period of 24 months to 31 May 2026.

Following the initial period, Scottish Enterprise will have the option of 3 x 12-month additional extension periods.

### **II.2.5) Award criteria**

Quality criterion - Name: Prompt Payment (only relevant where sub-contractors are proposed) / Weighting: Pass/Fail

Quality criterion - Name: Methodology including Innovation / Weighting: 40

Quality criterion - Name: Project Team Structure / Weighting: 20

Quality criterion - Name: Net Zero and Sustainability / Weighting: 10

Quality criterion - Name: Fair Work First / Weighting: 10

Quality criterion - Name: Health & Safety / Weighting: 10

Quality criterion - Name: Business Continuity and Information Security / Weighting: 10

Price - Weighting: 40

### **II.2.6) Estimated value**

Value excluding VAT: £2,050,000

### **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

Following the initial contract period of 24 months, option to extend for a further 3 x 12-month periods.

### **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 of the Public Contracts (Scotland) Regulations 2015.

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## **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

The relevant selection criteria will be included in the SPD Scotland online module.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland online module.

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland online module.

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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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

2 May 2024

Local time

11:00am

#### **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**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

2 May 2024

Local time

12:00pm

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## **Section VI. Complementary information**

## **VI.1) Information about recurrence**

This is a recurrent procurement: No

## **VI.3) Additional information**

This is a relevant climate change contract, bidders are required to complete and return the attached Climate Change Plan template as confirmed within the SPD Scotland module.

SPD Statement for 2A.17 – Form of Participation (Notably as part of a group, consortium, joint venture or similar). Any contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute said contract together with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the contract. It will be for members of the consortium to sort out their respective duties and liabilities amongst each other. For administrative purposes, any associated documentation will be sent to the nominated lead organisation.

SPD Statement for 2C.1 - Where the main bidder relies on the capacities of other entities in order to meet the selection criteria, the bidder must provide a separate SPD response setting out the information required under SPD (Scotland): Part II (sections A and B); Part III exclusion grounds; the relevant part of Section IV selection criteria; and Part V (if applicable) for each of the entities concerned.

SPD Statement for 2D.1.2 – If the bidder proposes to subcontract any part(s) of the service and those sub-contractors are not relied upon, they should arrange for a separate SPD response from each potential subcontractor. The subcontractors must complete the relevant parts of the SPD (Scotland) (Sections A and B of Part II and Part III only) to self-declare whether there are grounds for their exclusion.

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=761612](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=761612).

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:761612)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=761612](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=761612)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

Sheriff Clerk's Office, PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Telephone

+44 1414298888

Country

United Kingdom

Internet address

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

##### **VI.4.2) Body responsible for mediation procedures**

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

[SPOEprocurement@scotland.gsi.gov.uk](mailto:SPOEprocurement@scotland.gsi.gov.uk)

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries>

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

In the first instance, contact the Head of Facilities Management and Procurement at Scottish Enterprise, with any concerns or enquiries. Email: <https://www.scottish-enterprise.com/help/contact-us>.

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015, may bring proceedings that will be started in the High Court.

#### **VI.4.4) Service from which information about the review procedure may be obtained**

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

[SPOEprocurement@scotland.gsi.gov.uk](mailto:SPOEprocurement@scotland.gsi.gov.uk)

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