This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/010739-2021">https://www.find-tender.service.gov.uk/Notice/010739-2021</a>

Contract

# **Facilities Management - Office Support**

Scottish Enterprise

F03: Contract award notice

Notice identifier: 2021/S 000-010739

Procurement identifier (OCID): ocds-h6vhtk-029347

Published 14 May 2021, 4:35pm

# **Section I: Contracting authority**

# I.1) Name and addresses

Scottish Enterprise

Atrium Court, 50 Waterloo Street

Glasgow

G2 6HQ

Contact

Alison McManus

**Email** 

alison.mcmanus@scotent.co.uk

**Telephone** 

+44 1414685025

Country

**United Kingdom** 

#### **NUTS** code

UKM82 - Glasgow City

# Internet address(es)

Main address

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

Buyer's address

 $\underline{https://www.publiccontractsscotland.gov.uk/search/Search} \underline{AuthProfile.aspx?ID=AA0039} \\ 8$ 

# I.2) Information about joint procurement

The contract is awarded by a central purchasing body

# I.4) Type of the contracting authority

Regional or local Agency/Office

# I.5) Main activity

Economic and financial affairs

# **Section II: Object**

## II.1) Scope of the procurement

### II.1.1) Title

Facilities Management - Office Support

Reference number

P21-0078

#### II.1.2) Main CPV code

• 79993100 - Facilities management services

## II.1.3) Type of contract

Services

#### II.1.4) Short description

A CONTRACT HAS BEEN AWARDED - Scottish Enterprise has 13 office locations throughout Scotland where our staff work, and we do business.

The successful supplier will deliver a high standard of office facilities support on behalf of Scottish Enterprise. This will include welcoming visitors to our offices and supporting the general day to day running of the on-site facilities services for SE staff, our visitors and other building users. These may vary from site to site, but core support services will include:

- Receptionist Services
- Office Support Housekeeping
- Meeting Room Services
- Hospitality
- Health & Safety Support
- Security Support
- Business Continuity Support

- Environmental Management Support
- Mail Services
- Ad-Hoc Support

The contract will start on 1 June 2021 for a period of 3 years with Scottish Enterprise having the option to extend for an additional period of 12 months.

## II.1.6) Information about lots

This contract is divided into lots: No

### II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £2,506,048.66

## 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

Main site or place of performance

Scottish Enterprise's Scotland offices which may include Aberdeen, Bellshill, Clydebank, Dundee, Edinburgh, Glasgow, Glenrothes, Kilmarnock, Paisley, and Stirling.

### II.2.4) Description of the procurement

Scottish Enterprise has 13 office locations throughout Scotland where our staff work, and we do business.

The successful supplier will deliver a high standard of office facilities support on behalf of Scottish Enterprise. This will include welcoming visitors to our offices and supporting the general day to day running of the on-site facilities services for SE staff, our visitors and other building users. These may vary from site to site, but core support services will include:

- Receptionist Services
- Office Support Housekeeping
- Meeting Room Services
- Hospitality
- Health & Safety Support
- Security Support
- Business Continuity Support
- Environmental Management Support
- Mail Services
- Ad-Hoc Support

The contract will start on 1 June 2021 for an initial period of 3 years with Scottish Enterprise having the option to extend for an additional period of 12 months.

#### II.2.5) Award criteria

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

Quality criterion - Name: Methodology / Weighting: 40

Quality criterion - Name: Environmental Management / Weighting: 9

Quality criterion - Name: Health and Safety / Weighting: 12

Quality criterion - Name: Innovation / Weighting: 7

Quality criterion - Name: Business Continuity / Weighting: 7

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 40

## 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.

# 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.2.1) Previous publication concerning this procedure

Notice number: 2021/S 000-003040

# Section V. Award of contract

#### **Contract No**

p21-0078

A contract/lot is awarded: Yes

## V.2) Award of contract

V.2.1) Date of conclusion of the contract

5 May 2021

### V.2.2) Information about tenders

Number of tenders received: 4

Number of tenders received from SMEs: 3

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 4

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

## V.2.3) Name and address of the contractor

**BAM FM Limited** 

Kelvin House, Buchanan Gate Business Park

Stepps

G33 6FB

Telephone

+44 7795590282

Country

## **United Kingdom**

**NUTS** code

• UKM82 - Glasgow City

The contractor is an SME

No

# V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £2,506,048.66

# **Section VI. Complementary information**

# VI.3) Additional information

(SC Ref:652778)

# 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

 $\underline{www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court}$ 

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

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

**G2 8LU** 

Email

SPOEprocurement@scotland.gsi.gov.uk

Telephone

+44 1412425466

Country

**United Kingdom** 

Internet address

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: <a href="https://www.scottish-enterprise.com/help/contact-us.">https://www.scottish-enterprise.com/help/contact-us.</a>

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

Telephone

+44 1412425466

Country

**United Kingdom** 

Internet address

www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries