

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

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

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00398

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

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: <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

Telephone

+44 1412425466

Country

United Kingdom

Internet address

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