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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](mailto: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](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

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## **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.

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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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-003040](#)

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## **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

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## **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](http://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

[www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries](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)

Telephone

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Country

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Internet address

[www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries](http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries)