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Tender

Cleaning Services

Scottish Enterprise

F02: Contract notice

Notice identifier: 2021/S 000-011254

Procurement identifier (OCID): ocds-h6vhtk-02b368

Published 20 May 2021, 4:34pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Enterprise

Atrium Court, 50 Waterloo Street

Glasgow

G2 6HQ

Contact

Joanne Napier

Email

joanne.napier@scotent.co.uk

Telephone

+44 1414686024

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.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

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

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

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

Cleaning Services

Reference number

P22-0009

II.1.2) Main CPV code

- 90919200 - Office cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

Scottish Enterprise (SE) has 13 office locations throughout Scotland. These are in Aberdeen, Bellshill, Clydebank, Dumfries, Dundee, Edinburgh, Glasgow (two offices), Glenrothes, Kilmarnock, Paisley, Selkirk and Stirling and is looking to put in place local contracts for the cleaning of its office premises. Bidders should note that Dumfries and Selkirk are not within the scope of this tender.

We are looking to award a number of local contracts to deliver regular cleaning and waste removal services at some of these locations. The services will vary depending on the location and this is being tendered as regionally specific lots.

Providing a clean and safe working environment for our staff, visitors and business customers is important to SE, particularly during the current Covid-19 pandemic. We also need to comply with Statutory legislation and regulations for waste disposal of any waste produced on our sites, to ensure this is reused or recycled effectively and recorded as well as contributing to reducing our impact on climate change.

It is anticipated that the contracts will be awarded in the summer to allow for a mobilisation period prior to the start of service around September 2021

II.1.5) Estimated total value

Value excluding VAT: £766,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for one lot only

II.2) Description

II.2.1) Title

Aberdeen

Lot No

1

II.2.2) Additional CPV code(s)

- 90900000 - Cleaning and sanitation services
- 90910000 - Cleaning services
- 90916000 - Cleaning services of telephone equipment
- 90919100 - Cleaning services of office equipment
- 90919200 - Office cleaning services
- 90920000 - Facility related sanitation services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

SE Aberdeen Office - 41 Albyn Place, Aberdeen, AB10 1YN

II.2.4) Description of the procurement

SE require a contractor to carry our routine cleaning throughout the Aberdeen office in line

with the specific details outlined in the ITT.

The Contractor shall provide all the necessary resource, equipment and consumables to ensure the schedule of works are completed in line with the contract requirements.

The cleaning services will consist of, but are not limited to, the following areas:

- General Cleaning (including desks, toilets, kitchens, cafés, meeting rooms, other work areas and flooring.)
- IT and Equipment Cleaning
- Specialist/additional cleaning

See Appendix A and scope of service for full details.

The value quoted is for the full four year duration of the contract

II.2.5) Award criteria

Quality criterion - Name: Sustainability / Weighting: 20

Quality criterion - Name: Health and Safety requirements / Weighting: 15

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

Quality criterion - Name: Methodology, including approach, consumables and Innovation / Weighting: 40

Quality criterion - Name: Project team structure / Weighting: 20

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £86,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

No

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) Description

II.2.1) Title

Bellshill

Lot No

2

II.2.2) Additional CPV code(s)

- 90919200 - Office cleaning services
- 98312000 - Textile-cleaning services
- 90919100 - Cleaning services of office equipment
- 90916000 - Cleaning services of telephone equipment
- 90910000 - Cleaning services
- 90900000 - Cleaning and sanitation services

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

Main site or place of performance

SE Bellshill office, New Lanarkshire House, Strathclyde Business Park, Bellshill, ML4 3AD

II.2.4) Description of the procurement

SE require a contractor to carry out routine cleaning throughout the Bellshill office in line with the specific details outlined in the ITT.

The Contractor shall provide all the necessary resource, equipment and consumables to ensure the schedule of works are completed in line with the contract requirements.

The cleaning services will consist of, but are not limited to, the following areas:

- General Cleaning (including desks, toilets, kitchens, cafés, meeting rooms, other work areas and flooring.)
- IT and Equipment Cleaning
- Specialist/additional cleaning

See Appendix A and scope of service for full details.

The value quoted is for the full four year duration of the contract

II.2.5) Award criteria

Quality criterion - Name: Sustainability / Weighting: 20

Quality criterion - Name: Health and Safety Requirements / Weighting: 15

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

Quality criterion - Name: Methodology, including approach, consumables and innovation / Weighting: 40

Quality criterion - Name: Project team structure / Weighting: 20

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £125,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

No

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) Description

II.2.1) Title

Edinburgh

Lot No

3

II.2.2) Additional CPV code(s)

- 90919200 - Office cleaning services
- 90900000 - Cleaning and sanitation services
- 90910000 - Cleaning services
- 90916000 - Cleaning services of telephone equipment
- 90919100 - Cleaning services of office equipment
- 90920000 - Facility related sanitation services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Apex 1, 99 Haymarket Terrace, Edinburgh EH12 5HD

II.2.4) Description of the procurement

SE require a contractor to carry out routine cleaning throughout their Edinburgh office in line with the specific details outlined in the ITT.

The Contractor shall provide all the necessary resource, equipment and consumables to ensure the schedule of works are completed in line with the contract requirements.

The cleaning services will consist of, but are not limited to, the following areas:

- General Cleaning (including desks, toilets, kitchens, cafés, meeting rooms, other work areas and flooring.)
- IT and Equipment Cleaning
- Specialist/additional cleaning

See Appendix A and scope of service for full details.

The value quoted is for the full four year duration of the contract

II.2.5) Award criteria

Quality criterion - Name: Sustainability / Weighting: 20

Quality criterion - Name: Health and Safety Requirements / Weighting: 15

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

Quality criterion - Name: Methodology, including approach, Consumables and Innovation / Weighting: 40

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

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £175,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

No

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) Description

II.2.1) Title

Glenrothes

Lot No

5

II.2.2) Additional CPV code(s)

- 90900000 - Cleaning and sanitation services
- 90910000 - Cleaning services
- 90916000 - Cleaning services of telephone equipment
- 90919100 - Cleaning services of office equipment
- 90919200 - Office cleaning services

- 90920000 - Facility related sanitation services

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Saltire House, Pentland Park, Glenrothes, KY6 2AL

II.2.4) Description of the procurement

SE require a contractor to carry out routine cleaning throughout their Glenrothes office in line with the specific details outlined in the ITT.

The Contractor shall provide all the necessary resource, equipment and consumables to ensure the schedule of works are completed in line with the contract requirements.

The cleaning services will consist of, but are not limited to, the following areas:

- General Cleaning (including desks, toilets, kitchens, cafés, meeting rooms, other work areas and flooring.)
- IT and Equipment Cleaning
- Specialist/additional cleaning

See Appendix A and scope of service for full details.

The value quoted is for the full four year duration of the contract

II.2.5) Award criteria

Quality criterion - Name: Sustainability / Weighting: 20

Quality criterion - Name: Health and Safety requirement / Weighting: 15

Quality criterion - Name: Fair work practices / Weighting: 5

Quality criterion - Name: Methodology, including approach, Consumables and Innovation / Weighting: 40

Quality criterion - Name: Project team structure / Weighting: 20

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £32,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

No

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) Description

II.2.1) Title

Kilmarnock

Lot No

6

II.2.2) Additional CPV code(s)

- 90900000 - Cleaning and sanitation services
- 90910000 - Cleaning services
- 90916000 - Cleaning services of telephone equipment

- 90919100 - Cleaning services of office equipment
- 90919200 - Office cleaning services
- 90920000 - Facility related sanitation services

II.2.3) Place of performance

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland

Main site or place of performance

17/19 Hill Street, Kilmarnock

II.2.4) Description of the procurement

SE require a contractor to carry out routine cleaning throughout the Kilmarnock office in line with the specific details outlined in the ITT.

The Contractor shall provide all the necessary resource, equipment and consumables to ensure the schedule of works are completed in line with the contract requirements.

The cleaning services will consist of, but are not limited to, the following areas:

- General Cleaning (including desks, toilets, kitchens, cafés, meeting rooms, other work areas and flooring.)
- IT and Equipment Cleaning
- Specialist/additional cleaning

See Appendix A and scope of service for full details.

The value quoted is for the full four year duration of the contract

II.2.5) Award criteria

Quality criterion - Name: Sustainability / Weighting: 20

Quality criterion - Name: Health and Safety Requirements / Weighting: 15

Quality criterion - Name: Methodology, including approach, Consumables and Innovation / Weighting: 40

Quality criterion - Name: Project team structure / Weighting: 20

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

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £30,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

No

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) Description

II.2.1) Title

Stirling

Lot No

7

II.2.2) Additional CPV code(s)

- 90900000 - Cleaning and sanitation services
- 90910000 - Cleaning services
- 90916000 - Cleaning services of telephone equipment
- 90919100 - Cleaning services of office equipment
- 90919200 - Office cleaning services
- 90920000 - Facility related sanitation services

II.2.3) Place of performance

NUTS codes

- UKM77 - Perth & Kinross and Stirling

Main site or place of performance

Laurel House, Laurel House Business Park, Stirling, FK7 9JQ

II.2.4) Description of the procurement

SE require a contractor to carry our routine cleaning throughout the Stirling office in line with the specific details outlined in the ITT.

The Contractor shall provide all the necessary resource, equipment and consumables to ensure the schedule of works are completed in line with the contract requirements.

The cleaning services will consist of, but are not limited to, the following areas:

- General Cleaning (including desks, toilets, kitchens, cafés, meeting rooms, other work areas and flooring.)
- IT and Equipment Cleaning
- Specialist/additional cleaning

See Appendix A and scope of service for full details.

The value quoted is for the full four year duration of the contract

II.2.5) Award criteria

Quality criterion - Name: Sustainability / Weighting: 20

Quality criterion - Name: Health and Safety requirements / Weighting: 15

Quality criterion - Name: Fair work practices / Weighting: 5

Quality criterion - Name: Methodology, including approach, Consumables and Innovation / Weighting: 40

Quality criterion - Name: Project team structure / Weighting: 20

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £70,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

No

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) Description

II.2.1) Title

Dundee

Lot No

8

II.2.2) Additional CPV code(s)

- 90910000 - Cleaning services
- 90916000 - Cleaning services of telephone equipment
- 90919100 - Cleaning services of office equipment
- 90919200 - Office cleaning services
- 90900000 - Cleaning and sanitation services
- 90920000 - Facility related sanitation services

II.2.3) Place of performance

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Building 10, Michelin Scotland Innovation Park, Baldovie Road, Dundee, DD4 8UQ

II.2.4) Description of the procurement

SE require a contractor to carry out routine cleaning throughout the Dundee office in line with the specific details outlined in the ITT.

The Contractor shall provide all the necessary resource, equipment and consumables to ensure the schedule of works are completed in line with the contract requirements.

The cleaning services will consist of, but are not limited to, the following areas:

- General Cleaning (including desks, toilets, kitchens, cafés, meeting rooms, other work areas and flooring.)
- IT and Equipment Cleaning
- Specialist/additional cleaning

See Appendix A and scope of service for full details.

The value quoted is for the full four year duration of the contract

II.2.5) Award criteria

Quality criterion - Name: Methodology, including approach, Consumables and Innovation / Weighting: 40

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

Quality criterion - Name: Sustainability / Weighting: 20

Quality criterion - Name: Health and Safety Requirements / Weighting: 15

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

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £33,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Will be let as a three year framework with the option to extend for 1 further 12 months

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) Description

II.2.1) Title

Glasgow

Lot No

4

II.2.2) Additional CPV code(s)

- 90900000 - Cleaning and sanitation services
- 90910000 - Cleaning services
- 90916000 - Cleaning services of telephone equipment
- 90919100 - Cleaning services of office equipment
- 90919200 - Office cleaning services
- 90920000 - Facility related sanitation services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

SE offices in:

Glasgow - Atrium Court, 50 Waterloo Street,

Glasgow - Atlantic Quay, 150 Broomielaw,

Clydebank - Caspian House, Clydebank Business Park

Paisley - Witherspoon Building, Paisley

II.2.4) Description of the procurement

SE require a contractor to carry out routine cleaning throughout their Glasgow locations

(Atlantic Quay, Atrium Court, Clydebank and Paisley) in line with the specific details outlined in the ITT.

The Contractor shall provide all the necessary resource, equipment and consumables to ensure the schedule of works are completed in line with the contract requirements.

The cleaning services for Atrium Court will consist of, but are not limited to, the following areas:

- General Cleaning (including desks, toilets, kitchens, cafés, meeting rooms, other work areas and flooring.)
- IT and Equipment Cleaning
- Specialist/additional cleaning

See Appendix A and scope of service for full details, bidders should note that the requirements differ across the offices within this lot.

The value quoted is for the full four year duration of the contract

II.2.5) Award criteria

Quality criterion - Name: Sustainability / Weighting: 20

Quality criterion - Name: Health and Safety Requirements / Weighting: 15

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

Quality criterion - Name: Methodology, including approach, Consumables and Innovation / Weighting: 40

Quality criterion - Name: Project team structure / Weighting: 20

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £215,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

No

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

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

Relevant selection criteria will be included in the SPD Scotland module.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Relevant selection criteria will be included in the SPD Scotland module.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Relevant selection criteria will be included in the SPD Scotland module.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Bidders should refer to attached ITT

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

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

28 June 2021

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

28 June 2021

Local time

11:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Due to ongoing restrictions our offices are currently closed. It is anticipated that we will award these contracts in the summer with the hope that services will be able to commence in early autumn.

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=629536.

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.

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:629536)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=629536

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 9 DA

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

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 Senior Director 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

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