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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](mailto: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](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](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)

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](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**

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 out 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, Pentlands 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 out 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

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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

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

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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

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



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## **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](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](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](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.qsi.gov.uk](mailto:SPOEprocurement@scotland.qsi.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](mailto:SPOEprocurement@scotland.gsi.gov.uk)

Telephone

+44 1412425466

Country

United Kingdom

Internet address

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