This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/012378-2024">https://www.find-tender.service.gov.uk/Notice/012378-2024</a>

Tender

# **Cleaning Services**

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2024/S 000-012378

Procurement identifier (OCID): ocds-h6vhtk-0452b8

Published 16 April 2024, 3:13pm

# **Section I: Contracting authority**

## I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

**EH99 1SP** 

#### **Email**

Nadia.Smith@parliament.scot

### **Telephone**

+44 1313485395

### Country

**United Kingdom** 

#### **NUTS** code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

http://www.parliament.scot

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search\_AuthProfile.aspx?ID=AA10284

## 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

https://www.publictendersscotland.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://www.publictendersscotland.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

https://www.publictendersscotland.publiccontractsscotland.gov.uk

# I.4) Type of the contracting authority

Other type

**Devolved Parliament** 

## I.5) Main activity

### Other activity

Legislative Body

# **Section II: Object**

## II.1) Scope of the procurement

## II.1.1) Title

Cleaning Services

Reference number

NIC-SER-508

#### II.1.2) Main CPV code

• 90910000 - Cleaning services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

The Scottish Parliamentary Corporate Body (SPCB) requires the Contractor to provide a comprehensive, professional cleaning service throughout the Scottish Parliament Premises, both internally and externally, to fully maintain the Premises to the standards as detailed within the Specification document.

#### II.1.6) Information about lots

This contract is divided into lots: No

### II.2) Description

#### II.2.2) Additional CPV code(s)

• 90910000 - Cleaning services

## II.2.3) Place of performance

**NUTS** codes

• UKM75 - Edinburgh, City of

#### II.2.4) Description of the procurement

The Scottish Parliamentary Corporate Body (SPCB) requires the Contractor to provide a comprehensive, professional cleaning service throughout the Scottish Parliament Premises, both internally and externally, to fully maintain the Premises to the standards as detailed within the Specification document.

#### II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

3 x 12 month extensions at the discretion of the SPCB.

#### 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.1.2) Economic and financial standing

List and brief description of selection criteria

The Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the financial standing of tenderers. We highly recommend that tenderers review their financial performance on Creditsafe to understand their credit score rating which will be used by the SPCB to evaluate the financial standing of the tenderer and that they read the information about how that data is collected and used prior to submitting a tender. Information and the opportunity to run a free report can be found at <a href="http://www.creditsafe.com/products/business-credit-reports/">http://www.creditsafe.com/products/business-credit-reports/</a>

The SPCB requires tenderers to have a Creditsafe Risk Score of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit risk score than 40 on Creditsafe and has the backing of a parent company with a credit risk score of 40 or higher, then the provision of a parent company guarantee will be required prior to the award of any contract. If a tenderer has a lower credit risk score than 40 and cannot provide a parent company guarantee, they must submit evidence to support a stable and improved financial standing with their tender or the tender may be rejected. If no evidence is provided with the tender or the evidence provided is not sufficient to demonstrate a satisfactory financial position to the satisfaction of the SPCB (whose decision in this regard shall be final), then the tender will be rejected and will not be evaluated further.

If a tenderer is not listed on Creditsafe, for whatever reason, then it will be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried out. If the information provided does not, in the SPCB's opinion, demonstrate a satisfactory financial position, the bid may be rejected.

Minimum level(s) of standards possibly required

The insurance levels are:

Employers Liability 5,000,000.00

Public and Products Liability 1,000,000.00

#### III.1.3) Technical and professional ability

List and brief description of selection criteria

The experience question within the SPD is mandatory and the bidder is expected to

provide robust details of their experience in running a contract of this size and complexity. The question can be accessed within the SPD and must be submitted as part of the tender submission. The response will be assessed on a pass / fail basis.

## III.2) Conditions related to the contract

### III.2.2) Contract performance conditions

TUPE may form part of the contract.

The Real Living Wage will be mandatory as part of the contract conditions. Further information can be found within the tender documentation.

#### 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

21 May 2024

Local time

12:00pm

## IV.2.4) Languages in which tenders or requests to participate may be submitted

English

### IV.2.7) Conditions for opening of tenders

Date

21 May 2024

Local time

12:00pm

# **Section VI. Complementary information**

## VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2032

# VI.3) Additional information

For this contract, the minimum cyber security requirement will be Cyber Essentials certification (or equivalent).

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26549. For more information see:

http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

Due to the nature of this requirement, the sub contracting element will be minimal.

Community benefits are included in this requirement. For more information see: <a href="https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/">https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/</a>

A summary of the expected community benefits has been provided as follows:

Community benefits will apply to this contract and are a mandatory requirement. Full details can be found within the tender documentation.

(SC Ref:756136)

# VI.4) Procedures for review

#### VI.4.1) Review body

Edinburgh Sheriff Court House

Sheriff Court House, 27 Chambers Street,

Edinburgh

EH1 1LB

Telephone

+44 0000000

Country

United Kingdom