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Tender

## **Linens and Fabrics**

Glasgow City Council

F02: Contract notice

Notice identifier: 2021/S 000-012592

Procurement identifier (OCID): ocds-h6vhtk-02b8a1

Published 4 June 2021, 4:05pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Glasgow City Council

Chief Executives Department, City Chambers

Glasgow

G2 1DU

#### **Contact**

Fiona McInnes

#### **Email**

[fiona.mcinnnes@glasgow.gov.uk](mailto:fiona.mcinnnes@glasgow.gov.uk)

#### **Telephone**

+44 1412875676

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00196](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196)

**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.publictendersscotland.publiccontractsscotland.gov.uk](http://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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Linens and Fabrics

Reference number

GCC005272CPU

#### **II.1.2) Main CPV code**

- 19230000 - Linen fabrics

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

Glasgow City Council is seeking suppliers which can satisfy the Council's requirements and would like to invite Tender bids for the Supply and Delivery of Linens and Fabrics.

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,393,000

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### **II.2) Description**

#### **II.2.1) Title**

Curtains, Blinds, Bedding, Decorative Accessories to include manufacture, supply, delivery, installation of the goods.

Lot No

1

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

- 19200000 - Textile fabrics and related items

## **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

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

The manufacture, supply, delivery and installation of Curtains, Blinds, Bedding, Decorative Accessories. predominantly for council care homes and homelessness units. These items must also adhere to British Standards flame retardancy.

## **II.2.5) Award criteria**

Quality criterion - Name: Delivery / Weighting: 15

Quality criterion - Name: Contract Management Methodology 1 / Weighting: 5

Quality criterion - Name: Contract Management Methodology 2 / Weighting: 5

Quality criterion - Name: Contract Management Methodology 3 / Weighting: 5

Quality criterion - Name: Contract Management Methodology 4 / Weighting: 5

Quality criterion - Name: Contract Management Methodology 5 / Weighting: 5

Quality criterion - Name: Warranty / Weighting: 2.5

Quality criterion - Name: Sustainability / Weighting: 2.5

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

Price - Weighting: 50

## **II.2.6) Estimated value**

Value excluding VAT: £648,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

There is an option to extend this contract for up to 12 months.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **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

## **II.2) Description**

### **II.2.1) Title**

Towels, Bedding Accessories, Table Linen, Miscellaneous items (including Shower Curtains) and to include supply and delivery of goods

Lot No

2

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

- 19200000 - Textile fabrics and related items

**II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

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

The supply and delivery of Towels, Bedding Accessories, Table Linen, Miscellaneous items (including Shower Curtains) predominantly to council care homes and homelessness units. Some of these items are required to adhere to British Standards Flame Retardancy.

**II.2.5) Award criteria**

Quality criterion - Name: Delivery / Weighting: 15

Quality criterion - Name: Contract Management Methodology 1 / Weighting: 5

Quality criterion - Name: Contract Management Methodology 2 / Weighting: 5

Quality criterion - Name: Contract Management Methodology 3 / Weighting: 5

Quality criterion - Name: Contract Management Methodology 4 / Weighting: 5

Quality criterion - Name: Contract Management Methodology 5 / Weighting: 5

Quality criterion - Name: Warranty / Weighting: 2.5

Quality criterion - Name: Sustainability / Weighting: 2.5

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

Price - Weighting: 50

### **II.2.6) Estimated value**

Value excluding VAT: £700,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

There will be an option to extend the contract for up to 12 months.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **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

## **II.2) Description**

### **II.2.1) Title**

Name Labels for clothing, bedding and soft furnishings

Lot No

3

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

- 30199760 - Labels

### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

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

Supply and Delivery of Name Labels for clothing, bedding and soft furnishings for Care home residents.

### **II.2.5) Award criteria**

Quality criterion - Name: Delivery / Weighting: 15

Quality criterion - Name: Contract Management Methodology 1 / Weighting: 5

Quality criterion - Name: Contract Management Methodology 2 / Weighting: 5

Quality criterion - Name: Contract Management Methodology 3 / Weighting: 5

Quality criterion - Name: Contract Management Methodology 4 / Weighting: 5

Quality criterion - Name: Durability / Weighting: 8

Quality criterion - Name: Sustainability / Weighting: 2

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

Price - Weighting: 50

### **II.2.6) Estimated value**

Value excluding VAT: £45,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

There will be an option to extend this contract for up to 12 months.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

**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 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

Not Applicable

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Financial Check

In order to pass the Financial Check section of the contract, it is mandatory for companies to attain the undernoted:-

Bidders must comply with the undernoted financial requirements in order to participate in the tendering process:-

There is a minimum financial requirement that affects trading performance, balance

sheet strength and current liquidity Financial requirements for trading performance

and balance sheet strength should be calculated on latest filed accounts with

Companies House.

Trading Performance

An overall positive outcome on pre tax profits over a 3 year period. Exceptional

items can be excluded from the calculation. The above would be expressed in the ratio

Pre-Tax Profit/Turnover.

Balance Sheet strength

Net worth of the organisation must be positive at the time of evaluation and

organisation must not be subject to an insolvency process. Intangibles can be included

for purposes of the Total Assets figure. The above would be expressed in the ratio Total Assets/Total Liabilities.

If an applicant is only required to file abbreviated accounts with Companies House, then in the event of the company being successful in the procurement process, full set of accounts will be required in order to verify the above ratios have been complied with.

An applicant should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Applicants who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

Due to the potential negative financial consequences of the pandemic on company finances, Glasgow City Council also requires assurance regarding current liquidity of the bidding company. The bidder must provide a Letter of Comfort from its own bank to satisfy the above financial requirement.

If the pandemic has had an adverse affect on the latest set of accounts filed with Companies House, Glasgow City Council will take that into account in determining financial suitability for the contract. The above, however, should not impinge on the financial viability of the company, as defined by the ratios set out in the above financial requirements.

Glasgow City Council reserves the right, at its own discretion, to seek such other information from the Bidder in accordance with Regulations 61(7) or Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing.

Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations, and have available their two (2) most recent sets of annual audited accounts including profit and loss information.

The Council reserves the right at its own discretion to seek such other information from the Applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public

Contracts (Scotland) Regulations 2015 to prove the Applicant's economic and financial standing.

Applicants who are subsequently appointed to the Framework shall, during the lifetime of the Framework Agreement, inform the Council immediately of any material changes to the information provided in their submission in relation to economic and financial standing.

Any Bidder that fails to achieve or exceed the criteria as stated above will be excluded at this stage.

Minimum level(s) of standards possibly required

Glasgow City Council's Insurance Requirements are:

-Employer's Liability

The organisation/consultant shall take out and maintain throughout the period of the Framework Employer's Liability insurance to the value of at least TEN MILLION (10,000,000GBP) POUNDS STERLING in respect of any one claim and unlimited in the period.

-Public Liability

The organisation/consultant shall take out and maintain throughout the period of the Framework Public Liability insurance to the value of at least FIVE MILLION (5,000,000GBP) POUNDS STERLING in respect of any one claim and unlimited in the period.

Products Insurance

The organisation/consultant shall take out and maintain throughout the period of the Framework Products Liability insurance to the value of at least FIVE MILLION (5,000,000GBP) POUNDS STERLING in respect of any one claim and in the aggregate.

-Motor Insurance

The organisation/consultant shall take out and maintain throughout the period of the Framework, at least statutory Motor insurance cover as per the Road Traffic Act 1988

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for other EU member states by the council and any organisation shall not sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, unless the council agrees otherwise. It is the express responsibility of the lead organisation to ensure this is the case.

Should the Bidder not have the specified insurances at the time of tendering then, the Bidder must certify in their response to this ITT that the specified insurance will be obtained.

The Council reserves the right at its own discretion to seek such other information from the Applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the Applicant's economic and financial standing.

Applicants who are subsequently appointed to the Framework shall, during the lifetime of the Framework Agreement, inform the Council immediately of any material changes to the information provided in their submission in relation to economic and financial standing.

Any Bidder that fails to achieve or exceed the criteria as stated above will be excluded at this stage.

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

List and brief description of selection criteria

Please provide relevant examples of goods and services carried out in the past seven years as specified in the Contract Notice.

#### **SPD Statement**

Please note that you are required to provide 2 examples of a similar size or value within the last SEVEN years, from either the public or private sector where you have provided Linens and Fabrics Supply, Delivery and Installation of goods and services as described within the Contract Notice.

Relevant examples should indicate project value, brief description and contact details. Relevant examples should also demonstrate the experience that your company, and the skills and experience of the proposed team, have on projects of a similar scale and nature to that described for the Linens and Fabrics, required for identifying what experience this will bring.

Your response should address as a minimum, but is not limited to the following areas-

- Challenges for delivery on time and within project budget
- Stakeholder engagement
- Project management (including risks and mitigating actions)

-Interfacing works with other contractors

Response to this question should not exceed 2 x A4 pages, Arial Font 11 per example excluding photographs (figures and diagrams may be used to accompany text but should be restricted to one per page).

Where a submission exceeds the maximum number of pages indicated per example, no account will be taken of the content of the pages beyond the maximum.

Weighting

The weighting will be out of 100% with 50% attributed to each example. A minimum pass mark of 80 out of 100 is required overall for this question. Any Bidder who fails to achieve the minimum score for this question will be excluded at this stage.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

Performance Management KPIs Timescales

1. Implementation Plan/project timescales Goods to be delivered within the specified timelines stated in section 4.6.2 Technical Specification: Between 95% - 99%

2. Compliance with complaints procedures

The number and nature of complaints received must meet with the agreed terms: Between 95% - 99%

3. Accuracy of invoices

Any prices submitted on invoices must meet with the agreed terms: Between 95% - 99%

4. Non – conformance in relation to service provided which does not meet original specification. Any warranty, cleaning or repair must meet with the agreed terms: Between 95% - 99%

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 9

#### **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

5 July 2021

Local time

12:00pm

#### **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: 4 (from the date stated for receipt of tender)

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

Date

5 July 2021

Local time

12:00pm

Place

UK, Glasgow

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: May/June 2025

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

SPD Questions 4D.1,4D1.1,4D1.2,4D2,4D2.1 & 4D2.2 bidders must hold certificates for Quality Control, Health & Safety&Environmental Management Standards or comply with all the questions noted in SPD Section 4D. H&S—applicants must complete & return the H&S questionnaire found in the Buyers Attachments area of the tender portal. FOI Act- Information on the FOI Act is contained in AppendixA of the ITT.Applicants must note the implications of this legislation & ensure that any information they wish the council to consider withholding is specifically indicated on the FOI Certificate contained in the Qualification Envelope within the PCS Tender portal(NB the council does not bind itself to withhold this information).Applicants will be required to complete the FOI certificate at ITT stage. Tenderers Amendments-Applicants must enter any clause,condition, amendment to specification or any other qualification they may wish to make conditional to this offer. Applicants will be required to complete the tenderers amendment certificate contained in the Qualification Envelope within the PCS tender portal(at ITT stage). Prompt Payment- The successful tenderer shall,as a condition of being awarded the tender,be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall(unless formally disputed by the tenderer)be paid within

30 days of receipt. The successful tenderer shall also impose this condition on its subcontractors in respect of payments due to any sub-sub-contractors, if any. Applicants will be required to complete the prompt payment certificate contained in the Qualification Envelope area within PCS Tender portal. Non-Collusion-Applicants will be required to complete the Non-Collusion certificate contained in the Qualification Envelope area within the tender portal. Insurance Mandate-All successful suppliers will be required to sign an Insurance Mandate, which will be issued in conjunction with the award letter authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed & returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period. RFD: All documentation specified in the SPD must be provided. Failure to supply the information within timeframe requested may result in your bid being rejected & the Council proceeding with the procurement exercise to the next appropriate bidder. Additional information pertaining to this contract notice is contained within the Tender documents. Applicants must ensure they read in line with this contract notice.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18728. For more information see:

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

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

Lot 1 and Lot 2 are Mandatory pass/fail. Supplier Proposals apply at 50 points per lot from the community benefits menu. Bidders must review the Community Benefits Menu and indicate the type and volume of any Community Benefits outcomes which they propose to deliver through this contract. The outcomes offered must meet the minimum Community Benefits Points required for the contract. Responses will not be evaluated as part of the tender process. The Methodology the bidder will use to deliver their obligations should be provided as described in section 5.8 of the Invitation to Tender document.

Community Benefits relating to the Recruitment and Employment & Skills and Training Themes are preferred.

Lot 3 requires Voluntary community Benefits

(SC Ref:656032)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Glasgow Sheriff Court and Justice of the Peace Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Email

[glasgow@scotcourts.gov.uk](mailto:glasgow@scotcourts.gov.uk)

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Glasgow City Council (“the Council”) must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland) Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of; or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own independent legal advice when they consider appropriate to do so.