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Tender

Cleaning: Event & Performance (Cultural Venues)

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2025/S 000-013717

Procurement identifier (OCID): ocds-h6vhtk-04fef6

Published 8 April 2025, 2:57pm

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Contact

Stephen Forfar

Email

stephen.forfar@edinburgh.gov.uk

Telephone

+44 1314693922

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.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.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Cleaning: Event & Performance (Cultural Venues)

Reference number

CT1530

II.1.2) Main CPV code

- 90910000 - Cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of Edinburgh Council is seeking expressions of interest from qualified providers for the provision of specialised cleaning services at our cultural venues: Usher Hall, Assembly Rooms, and Church Hill Theatre.

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 City of Edinburgh Council is seeking expressions of interest from qualified providers for the provision of specialised cleaning services at our cultural venues: Usher Hall, Assembly Rooms, and Church Hill Theatre. These listed venues require meticulous cleaning standards to ensure a hygienic, safe, and welcoming environment for visitors and to protect the heritage features of each site. The Council's focus on sustainability and commitment to achieving Net Zero by 2030 means the chosen provider will be required to incorporate eco-friendly cleaning practices and products as part of their service.

Full details of the requirements can be found in the documents provided.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Within this contract the Council has the option to extend for two 12-month extension periods.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

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

Tenderers are required to have a minimum “general” annual turnover of 700000GBP for the last two financial years. Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Tenderers will be required to provide their current and prior years financial ratios.

Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and minimum levels of insurance indicated.

Minimum level(s) of standards possibly required

Tenderers are required to have a minimum “general” annual turnover of 700000GBP for the last two financial years.

Current ratio for Current Year: 1.15

Current ratio for Prior Year: 1.15

The formula for calculating a Tenderer’s current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than 1.15. Where a Tenderer’s current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Insurances and minimum levels required:

- a. Employer’s Liability Insurance: 5,000,000GBP
- b. Public and Products Liability Insurance: 10,000,000GBP
- c. Professional Indemnity Insurance: 5,000,000GBP

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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

9 May 2025

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

23 May 2025

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)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

It is a mandatory requirement of this Contract that a prompt payment clause is present in all Contracts used in the delivery of the requirements. This ensures payment of sub-contractors at all stages of the supply chain within 30 days and includes an obligation to provide a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance as well as the provision of evidence and reports to the Council on request or as contractually scheduled

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=794736.

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.

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

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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

The Council aims to maximise the social, economic and environmental benefits from its procurement (known as 'Community Benefits') by incorporating Community Benefit clauses within its contracts. These benefits are delivered by suppliers in addition to

meeting the core requirements of the contract.

(SC Ref:794736)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=794736

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court & Justice of the Peace Court

Edinburgh Sheriff Court, 27 Chambers St

Edinburgh

EH1 1LB

Country

United Kingdom