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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](mailto: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](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

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**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

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## **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

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## **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)

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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 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](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](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](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