

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/013726-2022>

Tender

## **Admin, Catering & Manual Staff Services - South**

Scottish Government

F02: Contract notice

Notice identifier: 2022/S 000-013726

Procurement identifier (OCID): ocds-h6vhtk-02e39b

Published 23 May 2022, 10:50am

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

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

Scottish Government

Victoria Quay

Edinburgh

EH6 6QQ

#### **Email**

[Colin.Anderson@gov.scot](mailto:Colin.Anderson@gov.scot)

#### **Country**

United Kingdom

#### **NUTS code**

UKM - Scotland

#### **Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

## **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/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

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

Ministry or any other national or federal authority

## **I.5) Main activity**

General public services

---

## **Section II: Object**

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

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

Admin, Catering & Manual Staff Services - South

Reference number

SP-22-003

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

- 79620000 - Supply services of personnel including temporary staff

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

Services

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

This Framework Agreement is for the provision of Temporary Administrative, Catering & Manual Staff Services in the South of Scotland. The Framework Agreement will be for a maximum period of 48 months. Contractors must be capable of supplying suitably qualified temporary workers covering a diverse range of skill sets that have been through the relevant disclosure/security processes. Temporary workers should be suitably trained and experienced to perform the duties required of them and must be eligible to work in the United Kingdom

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

Value excluding VAT: £110,000,000

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

This contract is divided into lots: No

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

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

- 75100000 - Administration services

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

NUTS codes

- UKM - Scotland

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

This Framework Agreement is for the provision of Temporary Administrative, Catering & Manual Staff Services in the South of Scotland. The Framework Agreement will be for a maximum period of 48 months. Contractors must be capable of supplying suitably qualified temporary workers covering a diverse range of skill sets that have been through the relevant disclosure/security processes. Temporary workers should be suitably trained and experienced to perform the duties required of them and must be eligible to work in the United Kingdom. The Contractor must be able to provide coverage in the South of Scotland, with consistent levels of service for varied assignment types and terms as required by the Framework Public Bodies, on a cost effective and best value basis. Contractors will be able to provide temporary workers to meet requirements at the Framework Public Bodies' premises as and when required. Contractors must provide comprehensive management information throughout the duration of the Framework Agreement and any Call-Off Contract awarded under the Framework, to all participating Framework Public Bodies

#### **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

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

---

## **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

Bidders must demonstrate a Current Ratio of 0.9 or greater. See Part 4B question 1.68.1 of the SPD. Current Ratio will be calculated as follows: total current assets divided by total current liabilities. There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing. In the event that the bidder does not meet the financial criteria for consideration but has a parent company that does, the tenderer may still be eligible for consideration where their Tender Submission is supported by a Parent Company Guarantee.

Minimum level(s) of standards possibly required

It is a requirement of this Framework that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below: Employer's liability insurance in accordance with any legal obligation for the time being in force. Public Liability Insurance in the sum of not less than 1 Million GBP per incident. See Part 4B question 1.68.4 of the SPD. Professional Indemnity Insurance not less than 1 Million GBP per incident. See Part 4B question 1.68.4 of the SPD. Bidders must provide a separate SPD response from entities upon whose capability / capacity they rely on in order to meet any selection criteria including Economic and Financial standing.

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

Selection criteria as stated in the procurement documents

---

## **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: 4

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-023592](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

12 July 2022

Local time

2:00pm

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

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

Date

12 July 2022

Local time

2:00pm

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Within 4 years

### **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**

This framework will be available for: Scottish Ministers (including Agencies), Scottish Non-Departmental Public Bodies, offices in the Scottish Administration which are not ministerial offices, cross-border public authorities within the meaning of section 88(5) of the Scotland Act 1998, The Office for the Secretary of State for Scotland, the Scottish Parliamentary Corporate Body, councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994, bodies registered as social landlords under the Housing (Scotland) Act 2001, Scottish health boards or special health boards, Student Loans Company Limited, the Commissioner of Northern Lighthouse operating as the Northern Lighthouse Board, Scottish Futures Trust, Equality and Human Rights Commission, Business Stream Ltd, the Business Gateway National Unit at the Convention of Scottish Local Authorities, further or higher education institutions being fundable bodies within the meaning of section 6 of the Further and Higher Education (Scotland) Act 2005, any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by one or more of the foregoing, bodies financed wholly or mainly by one or more of the foregoing, bodies subject to management supervision by one or more of the foregoing and bodies more than half of the board of directors or members of which, or, in the case of a group of

individuals, more than half of those individuals, being appointed by one or more of the foregoing. In addition to the contracting authorities listed, the framework agreement will be available to charities entered on the Scottish Charity Register and voluntary organisations entered on the Membership Database of the Scottish Council for Voluntary Organisations.

Information about agencies of the Scottish Ministers, Scottish Non-Departmental Public Bodies and offices in the Scottish Administration which are not ministerial offices are listed at

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>

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.

Award Criteria questions can be found in the ITT together with the weightings.

Technical Envelope - Tenderers who provide a 'NO' answer to Q 2.1.2 or 2.7.3 or fail to achieve a moderated average score of '50%' or more against questions 2.3.1, 2.3.4, 2.4.1, 2.4.2, or a score of '50%' or more for 2.6.1 will result in their tender not being considered further and will not be included in the Price/Quality ratio calculation.

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.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20490. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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 Contractor will be required, where practical, to:

- Consider relevant opportunities for community benefits;
- Consider opportunities for the involvement of SMEs and/or third sector organisations in



delivery of this Framework.

(SC Ref:686593)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chamber Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom