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Tender

EC1048 Air Conditioners Maintenance & Reactive Work

University Of Edinburgh

F02: Contract notice

Notice identifier: 2025/S 000-013942

Procurement identifier (OCID): ocds-h6vhtk-04ff94

Published 9 April 2025, 12:50pm

Section I: Contracting authority

I.1) Name and addresses

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

Contact

James Clarke

Email

jclarke5@ed.ac.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.ed.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107

I.3) Communication

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

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

EC1048 Air Conditioners Maintenance & Reactive Work

Reference number

EC1048

II.1.2) Main CPV code

- 50000000 - Repair and maintenance services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Edinburgh will shortly be going out to tender via a Restricted Procedure to engage a suitably qualified, resourced, and experienced single supplier to provide maintenance services and reactive work for Air Conditioning Units and systems that are spread throughout the University's Estate. It is anticipated that the contract will be in place for an initial period of 3 years, with two options to extend for periods of 1-year each (3+1+1).

II.1.5) Estimated total value

Value excluding VAT: £2,750,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 42500000 - Cooling and ventilation equipment

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The University of Edinburgh has a requirement to establish contracting arrangements for a single supplier to provide maintenance services and reactive work for Air Conditioning Units and systems that are spread throughout the University's Estate.

The contract covers approximately 1892 No. Air Conditioners located in buildings across the five University campuses.

Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE") may apply to this contract. Details will be provided at ITT stage.

It is proposed this procurement will be conducted through the use of the Restricted Procedure. The evaluation process shall be as follows.

Stage 1 - Pre-Qualification via the submission of the completed SPD (Scotland).

Bidders must pass the minimum standards (pass/fail) sections of the SPD (Scotland). These can be found within the qualification envelope of PCS-T. Statements detailing the specific requirements can be found within Section III 1.1, 1.2 & 1.3 of the Contract Notice.

Bidders must complete the technical envelope in PCS-T. Specific statements detailing the requirement can be found within Section III 1.3 of the Contract Notice.

SPD Technical Envelope Scores shall be allocated based on the total percentage achieved by the response out of the maximum possible percentage. This takes into account the score out of 4 and the weighting allocated to individual questions. For example, if a question is weighted 10% and your submission scores 3 points out of 4 for that question then you will receive 7.5% out of a possible 10%.

A 50% minimum threshold will apply, whereby only bidders achieving a total score greater or equal to 50% for their responses to the SPD scored questions will be considered for shortlisting. The top five Bidders based on the scored questions will be invited to submit a bid in response to the subsequent Invitation to Tender (ITT). Where the number of bidders meeting the selection criteria is below the minimum number, the University may continue the procedure by inviting the candidates with the required capabilities. In any event, the number of candidates invited shall be sufficient to ensure genuine competition at ITT stage.

Stage 2 - Invitation to Tender (ITT).

The University will evaluate all shortlisted bidders' ITT submissions via undertaking a Technical and Commercial evaluation.

The ITT will be weighted at 70% Technical and 30% Commercial. The weightings of each technical question will be detailed within the ITT.

Technical Scores shall be allocated based on the total percentage achieved by the response out of the maximum possible percentage. This takes into account the score out of 4 and the weighting allocated to individual questions. For example, if a question is weighted 10% and your submission scores 3 points out of 4 for that question then you will receive 7.5% out of a possible 10%.

For the Commercial evaluation, the Bidder who submits the lowest-cost bid will be awarded the maximum score and others will be awarded a pro rata score in relation to the lowest bid.

The technical and commercial scores will then be combined to give each bidder an overall total score and to calculate the winning bidder.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £2,750,000

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

Initial contract period of 3 years with the option to extend for up to a further 2 years in total

(3+1+1).

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

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

As detailed within this notice and our SPD documentation.

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

SPD 4A.2 Statement

The following accreditations will be mandatory for the successful Supplier to currently hold:

- All on site staff are accredited under a Health and Safety competence scheme CITB or equivalent.
- All engineers working on this contract must hold the relevant F-Gas qualification and only work within the applicable category:
 - category 1 certificate - carry out all activities
 - category 2 certificate - install, maintain, service and recover refrigerant from systems containing less than 5 tonnes of CO2 equivalent (CO2e)
 - category 3 certificate - recover refrigerant from systems that contain less than 3 kg of F gas
 - category 4 certificate - check equipment for leaks but not breaking into the refrigeration circuit.
- Member of B & ES (Building and Engineering Services Association/HVAC) or equivalent.
- Member of REFCOM or equivalent.

Bidders will need to provide relevant, in date order, certification as part of their SPD response to demonstrate they meet this.

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

SPD Statement 4B.1.1

Bidders will be required to have a “general” yearly turnover threshold value of 2,750,000 GBP for the last three years prior to the date of proposed contract award.

SPD Statement 4B.3

Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were setup/started trading.

SPD Statement 4B.5.1

It is a requirement of this contract 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 (Compulsory) Liability Insurance = 5 million GBP

Public Liability Insurance = 10 million GBP

Professional Indemnity Insurance = 1 million GBP

SPD 4B.6 Statement 1

Where the bidder is providing a submission on behalf of a subsidiary company, upon request, the bidder must obtain a Parent Company Guarantee prior to commencement of any subsequently awarded contract.

SPD 4B.6 Statement 2

Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations.

Bidders must be able to provide upon request, their 3 most recent sets of annual audited accounts, including profit and loss information, and the following ratios:

- Current Ratio
- Quick Ratio
- Debtors Turnover Ratio
- Return on Assets
- Working Capital
- Debt to Equity Ratio
- Gross Profit Ratio

A review of your ratios and audited accounts may be undertaken. In some cases, this review may lead to an additional request for further financial information to help clarify any potential issues raised.

This information may be used to assess financial sustainability.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD 4C.1.2 - Statement 1

Bidders will be required to provide three examples of contracts/projects carried out during the past three years that demonstrate that you have experience to deliver the services described in the PCS Contract Notice which are similar in value and complexity of estate.

Bidder's examples should include but are not limited to the following details in their service provision examples:

- Detailed description of the service (including detail of whether the service was planned or reactive);
- Value of the contract/service;
- Contract period;
- Complexity of estate managed;
- Description of any reactive / replacement installation service provided; and
- Details of multi/complex stakeholder engagement.

NOTE: If you are unable to provide any examples, please explain why you cannot provide examples.

Weighting: 45% overall (Each example provided in response to question 4C.1.2 is worth 15%).

SPD 4C.1.2 - Statement 2

A proven ability to manage the various elements of service delivery of this contract should be evidenced. Based on the examples described in Statement 1, Bidders are required to describe what their practical methods were for managing the following aspects of their contract:

- Accuracy of recording of work undertaken;
- Quality of finished work presented for inspection by the customer, including management of any sub-contractors' work packages;
- Communication with all stakeholders, including customers' staff and all interested third parties;
- Management and rectification of any defects identified by the customers' contract management staff.

Weighting: 15%.

SPD 4C.1.2 - Statement 3

A positive health and safety culture is of paramount importance to the University. Bidders are required to describe in detail how they have pro-actively managed the Health & Safety issues of current and past contracts, with particular emphasis on the safety of employees and all third parties affected by their works. Responses should identify any examples of work within sensitive or hazardous environments, e.g., laboratories, animal houses and areas where asbestos may be present, etc.

Weighting: 10%.

SPD 4C.4 Statement

Bidders are required to provide details of how they manage reporting with other customers including details of any digital portal. Your response should include a flow chart. The flow chart should illustrate the procedure that has been adopted and the personnel/organisation involved together with the role they undertook. Please provide detail of what measures are in place to ensure reporting is completed on time and to a high standard.

Weighting: 10%.

SPD 4C.6 Statement

Bidders are required to demonstrate that they have the relevant qualifications as listed within ref 4A.2, continued professional development and competence within their team to deliver contracts similar in size and complexity to this contract. Your response should include information about how your contract managers are developed and supported in their role.

Weighting: 10%.

SPD 4C.7 Statement

The University is committed to understand, explain and deliver on its ambition to be a leading socially responsible and sustainable University. Bidders are required to provide details of their current environmental management measures with regard to the disposal of waste (including any hazardous materials) and any innovative measures they have employed to reduce / offset their carbon footprint.

Weighting: 10%

SPD 4C.10 Statement

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Please also state in detail the principal business activities of your organisation, highlighting the portion which is directly related to the scope of this Contract. Please note should your organisation propose to sub-contract any part of this Contract, then please provide further information on the scope and spilt which will be applicable to all parties.

Not Scored – For Information Only

Minimum level(s) of standards possibly required

SPD 4D.1 1st Statement

Quality Management and Health and Safety Procedures. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent).

If the bidder does not hold UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent), then the bidder must have the following:

A documented policy and procedures regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has and continues to implement a quality management policy that is authorised by their Chief Executive, or equivalent, and is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

SPD 4D.1 2nd Statement

Quality Management and Health and Safety Procedures. The bidder must hold a UKAS (or equivalent), accredited independent third-party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

If the bidder does not hold UKAS (or equivalent), accredited independent third-party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum then the bidder have the following:

A regularly reviewed and documented policy and procedures for Health and Safety (H&S)

management, endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.

Note - Organisations with fewer than five employees are not required by law to have a documented policy statement.

SPD 4D.2 Statement

The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate.

If the Bidder does not hold UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate, then the bidder must have the following:

Equivalent, regularly reviewed documented policy and procedures regarding environmental management, authorised by the Chief Executive, or equivalent.

These must include the following documented processes and arrangements relevant to the nature and scale of the work to be carried out, which are equivalent to the standards listed above – ensuring effectiveness of measures and reducing impacts, workforce training and skills, checking and reviewing, dealing with waste, and ensuring any suppliers the bidder engages apply appropriate environmental protection measures.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As detailed within the ITT 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

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

8 May 2025

Local time

12:00pm

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

29 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: Yes

Estimated timing for further notices to be published: Tendering process for renewal of this contract is likely to be approx. 6 to 9 months prior to the expiry of the contract.

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 6609. 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:

Community Benefits will apply. Further information will be detailed within our ITT documentation.

(SC Ref:795787)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court & Justice of the Peace Court

Edinburgh Sheriff Court, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom