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Planning

## **The Provision of Hard & Soft Facilities Management Services for National Records of Scotland**

National Records of Scotland

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-014089

Procurement identifier (OCID): ocds-h6vhtk-03cd43

Published 17 May 2023, 3:21pm

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

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

National Records of Scotland

Ladywell House, Ladywell Road

Edinburgh

EH12 7TF

#### **Email**

[procurement\\_queries\\_mailbox@nrscotland.gov.uk](mailto:procurement_queries_mailbox@nrscotland.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

## **Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00474](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00474)

## **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

## **I.3) Communication**

Additional information can be obtained from the above-mentioned address

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

[www.publiccontractsscotland.co.uk](http://www.publiccontractsscotland.co.uk)

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

Ministry or any other national or federal 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**

The Provision of Hard & Soft Facilities Management Services for National Records of Scotland

Reference number

17/07/14

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

- 79993100 - Facilities management services

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

Services

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

National Records of Scotland (NRS) is a Non-Ministerial Department of the Scottish Government, supporting the Registrar General for Scotland and the Keeper of the Records of Scotland. Both roles are held by the NRS Chief Executive.

NRS have a requirement for the Facilities Management (FM) Hard Services and also the provision of Facilities Management (FM) Soft Services for NRS . Contractors will be able to tender for either, or both lots, where they meet the requirements specified.

A meet the buyer event will be held on Tuesday 06 June 2023 at New Register House, 3 West Register street, Edinburgh EH1 3YT, from 11:00 until 13:00 for the above requirement.

Should you wish to attend you are requested to email Beverley Davenport ([bev.davenport@nrscotland.gov.uk](mailto:bev.davenport@nrscotland.gov.uk))

with the names of attendees from your Company no later than close of business on Wednesday 31 May 2023.

Please note: we are limiting attendance to 2 representatives from every Supplier for each lot (maximum of 4 attendees for both lots). Due to building security requirements - if you have not registered by the date stated above, we will be unable to accommodate you on the day.

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

This contract is divided into lots: Yes

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

lot 1 (Hard Facilities Management Services) and

Lot 2 (Soft Facilities Management Services)

## **II.2) Description**

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

The Provision of Soft Facilities Management Services

Lot No

2

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

- 90710000 - Environmental management
- 90500000 - Refuse and waste related services
- 90911200 - Building-cleaning services
- 39800000 - Cleaning and polishing products
- 90700000 - Environmental services
- 98341130 - Janitorial services
- 90922000 - Pest-control services
- 90000000 - Sewage, refuse, cleaning and environmental services
- 50700000 - Repair and maintenance services of building installations
- 70330000 - Property management services of real estate on a fee or contract basis
- 70332000 - Non-residential property services
- 70332200 - Commercial property management services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

various buildings within Edinburgh

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

NRS have a requirement for Facilities Management (FM) Soft Services

#### **II.2.14) Additional information**

A meet the buyer event will be held on Tuesday 06 June 2023. This meet the buyer event is to provide Suppliers with an opportunity to:

-learn more about NRS, our buildings and the Facilities Management Services we require; and

-ask questions about the proposed Facilities Management Hard and Soft Services Contracts.

further details are contained within this notice.

## **II.2) Description**

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

The Provision of Hard Facilities Management Services

Lot No

1

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

- 70330000 - Property management services of real estate on a fee or contract basis
- 70332000 - Non-residential property services
- 70332200 - Commercial property management services
- 90710000 - Environmental management
- 90000000 - Sewage, refuse, cleaning and environmental services

- 71313450 - Environmental monitoring for construction
- 90700000 - Environmental services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

various buildings in Edinburgh

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

NRS have a requirement for the Facilities Management (FM) Hard Services.

### **II.2.14) Additional information**

A meet the buyer event will be held on Tuesday 06 June 2023

This meet the buyer event is to provide Suppliers with an opportunity to:

-learn more about NRS, our buildings and the Facilities Management Services we require;  
and

-ask questions about the proposed Facilities Management Hard and Soft Services  
Contracts.

further details are contained within this notice.

### **II.3) Estimated date of publication of contract notice**

31 July 2023

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## **Section IV. Procedure**

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

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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## Section VI. Complementary information

### VI.3) Additional information

Record your interest in this notice and you will be automatically sent clarifications and deadline date changes.

Please note that recording your interest does not automatically enter you into the tender process for this notice. To record an interest in this notice and add it to your interest list, please click on the Record your interest now button

please supply names and contact details of attendees to "Meet the Buyer Event" no later than COB Wednesday 31 May to; Beverley Davenport [bev.davenport@nrscotland.gov.uk](mailto:bev.davenport@nrscotland.gov.uk)

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=732291](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=732291).

(SC Ref:732291)