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Tender

## **Recycling and Waste Management Services**

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2025/S 000-014241

Procurement identifier (OCID): ocds-h6vhtk-050074

Published 10 April 2025, 11:39am

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

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

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

#### **Email**

[elizabeth.lebost@parliament.scot](mailto:elizabeth.lebost@parliament.scot)

#### **Telephone**

+44 1313486618

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.parliament.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10284](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284)

**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>

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>

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>

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

Other type

Devolved Parliament

**I.5) Main activity**

Other activity

Legislative Body

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## **Section II: Object**

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

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

Recycling and Waste Management Services

Reference number

NIC-SER-517

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

- 90500000 - Refuse and waste related services

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

Services

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

The Scottish Parliamentary Corporate Body (SPCB) requires the Contractor to provide a comprehensive fully managed recycling and waste management service for the Scottish Parliament Premises for segregated waste streams.

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

This contract is divided into lots: No

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

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

- 90514000 - Refuse recycling services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

The Scottish Parliamentary Corporate Body (SPCB) requires a contractor to provide a fully managed segregated recycling and waste

service. The contractor will collect multiple segregated recycle/waste streams to be recycled or treated in line with all relevant legislation

and supporting SPCB environmental targets.

Contractors must provide suitable receptacles for bulk storage of material awaiting collection.

The segregated waste streams are:

General Waste, Food Waste, Recycled Waste, Glass, Confidential Paper, Ad Hoc Waste.

#### **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

Yes

Description of renewals

Up to 24 month extensions at the discretion of the SPCB.

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

List and brief description of conditions

SPD question 4A.1 - Not Used

SPD question 4A.2 - Not Used

In the Tender documentation - Bidders must be able to demonstrate that they have a valid Waste Carrier/Broker Licence. Bidders who cannot provide evidence of the

correct licencing will be considered non-compliant and excluded from the bidding process.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

For SPD question 4B.1 - 4B.4 - not used

For SPD question 4B.5 It is a requirement of this contract that bidders hold, or can commit to obtain prior to commencement of the awarded contract the types and levels of insurance indicated below:

Employers (Compulsory) Liability Insurance - 5,000,000 GBP

Public Liability Insurance - 5,000,000 GBP

For SPD question 4B.6 - The Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the financial standing of tenderers. We highly recommend that tenderers review their financial performance on Creditsafe to understand their credit score rating which will be used by the SPCB to evaluate the financial standing of the tenderer and that they read the information about how that data is collected and used prior to submitting a tender. Information and the opportunity to run a free report can be found at <http://www.creditsafe.com/products/business-credit-reports/>

The SPCB requires tenderers to have a Creditsafe Risk Score of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit risk score than 40 on Creditsafe and has the backing of a parent company with a credit risk score of 40 or

higher, then the provision of a parent company guarantee will be required prior to the award of any contract. If a tenderer has a lower credit risk score than 40 and cannot provide a parent company guarantee, they must submit evidence to support a stable and improved financial standing with their tender or the tender may be rejected. If no evidence is provided with the tender or the evidence provided is not sufficient to demonstrate a satisfactory financial position to the satisfaction of the SPCB (whose decision in this regard shall be final), then the tender will be rejected and will not be evaluated further.

If a tenderer is not listed on Creditsafe, for whatever reason, then it will be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried out. If the information provided does not, in the SPCB's opinion, demonstrate a satisfactory financial position, the bid may be rejected.

Minimum level(s) of standards possibly required

The insurance levels are:

Employers Liability 5,000,000.00

Public and Products Liability 5,000,000.00

For Creditsafe:

The SPCB requires tenderers to have a Creditsafe Risk Score of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit risk score than 40 on Creditsafe and has the backing of a parent company with a credit risk score of 40 or higher, then the provision of a parent company guarantee will be required prior to the award of any contract. If a tenderer has a lower credit risk score than 40 and cannot provide a parent company guarantee, they must submit evidence to support a stable and improved financial standing with their tender or the tender may be rejected. If no evidence is provided with the tender or the evidence provided is not sufficient to demonstrate a satisfactory financial position to the satisfaction of the SPCB (whose decision in this regard shall be final), then the tender will be rejected and will not be evaluated further.

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

List and brief description of selection criteria

In relation to the SPD:

SPD question 4C.1 - Not used

SPD question 4C.1.2 - used. Please provide a minimum of 3 relevant examples of supplies and/or services carried out during the last 3 years. (Examples from both public

and/or private sector customers and clients may be provided).

The experience question within the SPD is mandatory and the bidder is expected to provide robust details of their experience in running a contract of this size and complexity. The question can be accessed within the SPD and must be submitted as part of the tender submission. The response will be assessed on a pass / fail basis.

SPD question 4C.2 - 4C.3 - Not used

For SPD question 4C.4 - if bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking system to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of: a) their standard payment terms b) ?95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year. If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

SPD Question 4C.5 to 4C.12 Not used

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

In order to ensure the highest standards of quality in this contract the SPCB requires the contractor to take a positive approach to fair work

practices. Full details of all performance conditions are provided in the tender documentation.



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## **Section IV. Procedure**

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

#### **IV.1.1) Type of procedure**

Open 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

19 May 2025

Local time

10:00am

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

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

Date

22 May 2025

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2031

### **VI.3) Additional information**

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.

This contract is Covered by CPTPP.

The Cyber Risk Profile for this contract is low, based on the Scottish Cyber Assessment Service. At tender stage the bidder must, by means of completion of the Supplier Assurance Questionnaire (SAQ) demonstrate and maintain cyber security measures to meet a pass mark against this assessment.

Two questions in the tender schedule require bidders to score 2 or above for their tender to be considered further. Full details of the two questions are detailed in the tender documentation. The scoring methodology is detailed below:

Scores will be allocated according the following matrix:

0 Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 Poor - Response is partially relevant but generally poor. The response shows some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 Acceptable - Response is relevant and acceptable. The response demonstrates a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the

requirement and provides details of how the requirement will be met in full.

For this contract, Prompt Payment of subcontractors at all stages of the supply chain must be made within a maximum of 30 days and managed during the contract period.

For this contract, the contractor must be certified to ISO14001 or equivalent.

For this contract, the contractor must be certified to ISO45001 or equivalent.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 28289.  
For more information see:

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

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 to this contract. Full details can be found within the tender documentation.

(SC Ref:786059)

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

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

Edinburgh Sheriff Court House

Sheriff Court House, 27 Chambers Street,

Edinburgh

EH1 1LB

Telephone

+44 0000000

Country

United Kingdom

