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Tender

## **Specialist Office Equipment**

Social Security Scotland

F02: Contract notice

Notice identifier: 2025/S 000-015211

Procurement identifier (OCID): ocds-h6vhtk-050323

Published 15 April 2025, 12:17pm

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

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

Social Security Scotland

3rd Floor, Agnes Husband House, 17 South Union Street

Dundee

DD1 4BF

#### **Contact**

Kyle Wands

#### **Email**

[kyle.wands@socialsecurity.gov.scot](mailto:kyle.wands@socialsecurity.gov.scot)

#### **Telephone**

+44 1412425913

## **Country**

United Kingdom

## **NUTS code**

UKM - Scotland

## **Internet address(es)**

Main address

<https://www.socialsecurity.gov.scot/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA30345](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30345)

## **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/toolkit/dashboard/dashboard.do?\\_ncp=1744706639431.18479-1](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/toolkit/dashboard/dashboard.do?_ncp=1744706639431.18479-1)

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/toolkit/dashboard/dashboard.do?\\_ncp=1744706639431.18479-1](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/toolkit/dashboard/dashboard.do?_ncp=1744706639431.18479-1)

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/toolkit/dashboard/dashboard.do?\\_ncp=1744706639431.18479-1](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/toolkit/dashboard/dashboard.do?_ncp=1744706639431.18479-1)

## **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**

Specialist Office Equipment

Reference number

S/24/097

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

- 30190000 - Various office equipment and supplies

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

Supplies

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

Social Security Scotland provision for a Specialist Office Equipment contract.

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

Value excluding VAT: £400,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots

or groups of lots:

Where more than one lot may be awarded to the same tenderer, the Purchaser may award contracts combining several or all lots that the tenderer has been awarded.

## **II.2) Description**

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

Specialist ergonomic workstation peripherals including related services such as installation and support

Lot No

3

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

- 30190000 - Various office equipment and supplies
- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 39100000 - Furniture
- 39130000 - Office furniture
- 31680000 - Electrical supplies and accessories
- 31681000 - Electrical accessories
- 30237410 - Computer mouse
- 30237460 - Computer keyboards

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Agnes Husband House, Dundee

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

Please see this Contract Notice for the provision of Specialist Office Equipment for Social Security Scotland.

This contract notice has been split into Lots. Please note that your organisation can submit a bid for any of the 5 lots. There is no limit on the number of lots any one supplier can tender for or be awarded.

Where more than one lot may be awarded to the same tenderer, the Purchaser may award contracts combining several or all lots that the tenderer has been awarded.

## **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

## **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

The total duration of the Extension Periods shall not exceed a period of 12 months from the expiry of the Initial Term. The Purchaser may, by giving notice to the Supplier, extend the period of the Contract to a date falling no later than 26th October 2029. Subject to that constraint, the Purchaser may extend the period of the Contract on more than one occasion.

## **II.2.10) Information about variants**

Variants will be accepted: No

## **II.2.11) Information about options**

Options: Yes

## Description of options

The Supplier(s) shall make available to Social Security Scotland goods which are not included within the contract catalogue (or specified within this requirement) if required.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

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

Specialist ergonomic desks including related services such as bespoke fitting and installation

Lot No

2

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

- 30190000 - Various office equipment and supplies
- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 39100000 - Furniture
- 39130000 - Office furniture
- 39121000 - Desks and tables
- 39121100 - Desks

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Agnes Husband House, Dundee

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

Please see this Contract Notice for the provision of Specialist Office Equipment for Social Security Scotland.

This contract notice has been split into Lots. Please note that your organisation can submit a bid for any of the 5 lots. There is no limit on the number of lots any one supplier can tender for or be awarded.

Where more than one lot may be awarded to the same tenderer, the Purchaser may award contracts combining several or all lots that the tenderer has been awarded.

## **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

## **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

The total duration of the Extension Periods shall not exceed a period of 12 months from the expiry of the Initial Term. The Purchaser may, by giving notice to the Supplier, extend the period of the Contract to a date falling no later than 26th October 2029. Subject to that constraint, the Purchaser may extend the period of the Contract on more than one occasion.

## **II.2.10) Information about variants**

Variants will be accepted: No

## **II.2.11) Information about options**

Options: Yes

#### Description of options

The Supplier(s) shall make available to Social Security Scotland goods which are not included within the contract catalogue (or specified within this requirement) if required.

In addition, there may be a requirement for desks of varying sizes suitable for colleagues working from home, as well as height adjustable desks of varying sizes. The successful Supplier(s) for Desks (Lot 2) should be able to provide a varying size of suitable desks depending on the requirements of the colleague.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

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

Specialist ergonomic workstation accessories including related services such as installation and support

Lot No

4

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

- 30190000 - Various office equipment and supplies
- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 39100000 - Furniture
- 39130000 - Office furniture
- 30191000 - Office equipment except furniture
- 30197000 - Small office equipment



- 39113700 - Footrests
- 30237290 - Keyboard wrist rests

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Agnes Husband House, Dundee

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

Please see this Contract Notice for the provision of Specialist Office Equipment for Social Security Scotland.

This contract notice has been split into Lots. Please note that your organisation can submit a bid for any of the 5 lots. There is no limit on the number of lots any one supplier can tender for or be awarded.

Where more than one lot may be awarded to the same tenderer, the Purchaser may award contracts combining several or all lots that the tenderer has been awarded.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

### **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

The total duration of the Extension Periods shall not exceed a period of 12 months from the expiry of the Initial Term. The Purchaser may, by giving notice to the Supplier, extend the period of the Contract to a date falling no later than 26th October 2029. Subject to that constraint, the Purchaser may extend the period of the Contract on more than one occasion.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Supplier(s) shall make available to Social Security Scotland goods which are not included within the contract catalogue (or specified within this requirement) if required.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

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

Specialist headsets including ear pads and cushions

Lot No

5

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

- 30190000 - Various office equipment and supplies
- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 39100000 - Furniture
- 39130000 - Office furniture

- 32551300 - Telephone headsets
- 32342100 - Headphones

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Agnes Husband House, Dundee

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

Please see this Contract Notice for the provision of Specialist Office Equipment for Social Security Scotland.

This contract notice has been split into Lots. Please note that your organisation can submit a bid for any of the 5 lots. There is no limit on the number of lots any one supplier can tender for or be awarded.

Where more than one lot may be awarded to the same tenderer, the Purchaser may award contracts combining several or all lots that the tenderer has been awarded.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

### **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

The total duration of the Extension Periods shall not exceed a period of 12 months from the expiry of the Initial Term. The Purchaser may, by giving notice to the Supplier, extend the period of the Contract to a date falling no later than 26th October 2029. Subject to that constraint, the Purchaser may extend the period of the Contract on more than one occasion.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Supplier(s) shall make available to Social Security Scotland goods which are not included within the contract catalogue (or specified within this requirement) if required.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

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

Specialist ergonomic chairs including related services such as bespoke fitting, installation and training

Lot No

1

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

- 30190000 - Various office equipment and supplies
- 39112000 - Chairs
- 39110000 - Seats, chairs and related products, and associated parts
- 39113000 - Miscellaneous seats and chairs

- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 39100000 - Furniture
- 39130000 - Office furniture

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Agnes Husband House, Dundee

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

Please see this Contract Notice for the provision of Specialist Office Equipment for Social Security Scotland.

This contract notice has been split into Lots. Please note that your organisation can submit a bid for any of the 5 lots. There is no limit on the number of lots any one supplier can tender for or be awarded.

Where more than one lot may be awarded to the same tenderer, the Purchaser may award contracts combining several or all lots that the tenderer has been awarded.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

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This contract is subject to renewal

Yes

#### Description of renewals

The total duration of the Extension Periods shall not exceed a period of 12 months from the expiry of the Initial Term. The Purchaser may, by giving notice to the Supplier, extend the period of the Contract to a date falling no later than 26th October 2029. Subject to that constraint, the Purchaser may extend the period of the Contract on more than one occasion.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

#### Description of options

The Supplier(s) shall make available to Social Security Scotland goods which are not included within the contract catalogue (or specified within this requirement) if required.

### **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**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

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

Key Performance Indicators (KPI's) have been set within the Invitation to Tender (ITT) documentation and will be monitored throughout the contract period.

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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

30 May 2025

Local time

12:00pm

**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**

Tender must be valid until: 31 December 2025

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

Date

30 May 2025

Local time

12:00pm

Place

Agnes Husband House, Dundee

Information about authorised persons and opening procedure

All bids will be opened simultaneously following the tender deadline on the 30th May 2025 at 12:00:00.



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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: If no contract extension is exercised under this contract, a further notice will be expected in April 2028. With the potential extension period fully utilised, the notice will be expected in April 2029.

### 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

Please access the tender documentation via Public Contracts Scotland-Tender (itt\_58651). All tender submissions must be provided electronically through Public Contracts Scotland-Tender before the deadline of 30th May 2025 at 12:00:00.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29038. 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:

It will be a contractual requirement for the successful supplier to deliver 20 community benefit points over the duration of this contract. These community benefits will be aligned to Social Security Scotland's Community Benefit Outcome Menu (provided with Annex A of the Invitation to Tender Document).

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29038. 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:

It will be a contractual requirement for the successful supplier to deliver 20 community benefit points over the duration of this contract. These community benefits will be aligned to Social Security Scotland's Community Benefit Outcome Menu (provided with Annex A of the Invitation to Tender Document).

(SC Ref:796411)

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

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom