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Tender

## **PROC 22 1518 - Provision of Removals, Relocations, Disposal and Storage Services (Framework Agreement)**

Scottish Police Authority  
Scottish Fire and Rescue Service  
Scottish Ambulance Service  
Scottish Prison Service  
NHS 24  
Healthcare Improvement Scotland

F02: Contract notice

Notice identifier: 2022/S 000-015346

Procurement identifier (OCID): ocids-h6vhtk-034298

Published 1 June 2022, 1:28pm

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

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

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

#### **Email**

[Charlotte.Reid@scotland.police.uk](mailto:Charlotte.Reid@scotland.police.uk)

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.spa.police.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA19762](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762)

**I.1) Name and addresses**

Scottish Fire and Rescue Service

Headquarters, Westburn Drive

Cambuslang

G72 7NA

**Email**

[procurement@firescotland.gov.uk](mailto:procurement@firescotland.gov.uk)

**Telephone**

+44 1416464637

**Country**

United Kingdom

**NUTS code**

UKM95 - South Lanarkshire

**Internet address(es)**

Main address

<http://firescotland.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA19543](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19543)

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

Scottish Ambulance Service

National Headquarters, Gyle Square, South Gyle Crescent

Edinburgh

EH12 9EB

### **Email**

[Alex.little1@nhs.scot](mailto:Alex.little1@nhs.scot)

### **Telephone**

+44 01313140090

### **Country**

United Kingdom

### **NUTS code**

UKM75 - Edinburgh, City of

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

Main address

<http://www.scottishambulance.com>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00393](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00393)

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

Scottish Prison Service

Calton House, 5 Redheughs Rigg

Edinburgh

EH12 9HW

### **Email**

[SPSProcurementCDT@sps.pnn.gov.uk](mailto:SPSProcurementCDT@sps.pnn.gov.uk)

### **Telephone**

+44 1313303790

### **Country**

United Kingdom

### **NUTS code**

UKM75 - Edinburgh, City of

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

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00384](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00384)

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

NHS 24

Golden Jubilee National Hosp, Agamenmon Street

Glasgow

G81 4DY

**Email**

[danielle.welsh@nhs.scot](mailto:danielle.welsh@nhs.scot)

**Telephone**

+44 1419515000

**Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

[www.nhs24.com](http://www.nhs24.com)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00230](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00230)

**I.1) Name and addresses**

Healthcare Improvement Scotland

National Headquarters Gyle Square, South Gyle Crescent,

Edinburgh

EH12 9EB

**Email**

[comments.his@nhs.net](mailto:comments.his@nhs.net)

**Telephone**

+44 1313140118

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://healthcareimprovementscotland.org>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00363](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00363)

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

The contract involves joint procurement

**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/>

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

Body governed by public law

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

Public order and safety

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## **Section II: Object**

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

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

PROC 22 1518 - Provision of Removals, Relocations, Disposal and Storage Services  
(Framework Agreement)

Reference number

PROC 22 1518

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

- 98392000 - Relocation services

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

Services

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

The Authority has a Multi-Supplier Framework in place for the Provision of Removals, Relocations, Disposal and Storage Services which is due to expire on the 31st January 2023. The Authority is required to re-tender this opportunity. This will be the 2nd generation Framework Agreement.

The Authority requires a Contractor(s) to deliver a variety of removal, relocation disposal and storage services for business and domestic properties, these services include the following points but not limited to:

- - Packing service of belongings (as and when requested by the Authority);

- Dismantling and re-assembling items of furniture (as and when requested by the Authority);
- Removal of business and domestic items, furniture and belongings from properties;
- Storage of business and domestic items, furniture belongings from properties;
- Delivery of business and domestic items, furniture belongings from properties;
- Disposal of business and domestic items, furniture belongings from properties.

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

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

Lot 1: East Territory

Lot No

1

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

- 98392000 - Relocation services
- 63121100 - Storage services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Police Scotland



2 French Street

Dalmarnock

Glasgow

G40 4EH

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

Open Tender - FTS

The Scottish Police Authority and Police Scotland shall be the procurement lead for this Framework and shall contract manage the Framework during its term.

All queries relating to this tender must be submitted to the Scottish Police Authority only via the Q&A portal on Public Contract Scotland Tender.

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

#### **II.2.6) Estimated value**

Value excluding VAT: £1,136,000

#### **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 duration of the Framework Agreement shall be for three (3) years from the Framework start date with the option to extend for a further one (1) period up to twelve (12) months in

duration at the sole discretion of the Authority.

The Framework shall be re-tendered at the end of the Framework period.

### **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

## **II.2) Description**

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

Lot 2:North Territory

Lot No

2

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

- 98392000 - Relocation services
- 63121100 - Storage services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Police Scotland

2 French Street

Dalmarnock

Glasgow

G40 4EH

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

Open Tender - FTS

The Scottish Police Authority and Police Scotland shall be the procurement lead for this Framework and shall contract manage the Framework during its term.

All queries relating to this tender must be submitted to the Scottish Police Authority only via the Q&A portal on Public Contract Scotland Tender.

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

#### **II.2.6) Estimated value**

Value excluding VAT: £568,000

#### **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 duration of the Framework Agreement shall be for three (3) years from the Framework start date with the option to extend for a further one (1) period up to twelve (12) months in

duration at the sole discretion of the Authority.

The Framework shall be re-tendered at the end of the Framework period.

### **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

## **II.2) Description**

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

Lot 3:West Territory

Lot No

3

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

- 98392000 - Relocation services
- 63121100 - Storage services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Police Scotland

2 French Street

Dalmarnock

Glasgow

G40 4EH

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

Open Tender - FTS

The Scottish Police Authority and Police Scotland shall be the procurement lead for this Framework and shall contract manage the Framework during its term.

All queries relating to this tender must be submitted to the Scottish Police Authority only via the Q&A portal on Public Contract Scotland Tender.

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

#### **II.2.6) Estimated value**

Value excluding VAT: £1,136,000

#### **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 duration of the Framework Agreement shall be for three (3) years from the Framework start date with the option to extend for a further one (1) period up to twelve (12) months in

duration at the sole discretion of the Authority.

The Framework shall be re-tendered at the end of the Framework period.

#### **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 Trade Registers

It is a requirement of this tender that if the Tenderer is UK based they must hold a valid registration with Companies House. Where the Tenderer is UK based but not registered at Companies House they must be able to verify to the SPA's satisfaction that they are trading from the address provided in the tender and under the company name given.

Tenderers within the UK must confirm if they are registered under Companies House within this question.

If the Tenderer is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

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

List and brief description of selection criteria

SPD Question 4B5 Insurances:

It is a requirement of this Framework that Tenderers hold, or can commit to obtain prior to the commence of any subsequently awarded Framework, indicated below:

Employers (Compulsory) Liability Insurance = 10 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide their current Employers Liability Insurance certificate which should include name of the insurers, policy numbers, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policies.

Public Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide a copy of their current Public Liability Insurance certificate.

Product Liability Insurance = 5 million GBP in respect of each claim and in the aggregate. Tenderers may be required to provide a copy of their current Professional Indemnity Insurance certificate.

Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one incident and annual aggregate caps and the excesses under the policies.

SPD Question 4B6 Financial Standing:

The Authority will access a Credit safe report for a Tenderers organisation and use the information contained within to assist with the assessment of the Tenderer's economic and financial standing. Tenders are asked to provide their company number within the ESPD to allow the Authority to access a Credit Safe Report.

Within such reports, the risk of business failure is expressed as a score of 30 or below (high risk of business failure). In the event that a company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

If you are successful in the award of this contract and your risk failure rating falls below 30 then the SPA reserve the right to remove you from this contract. It is the Contractor's responsibility to ensure that the information held by Credit Safe is accurate and up to date.

For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the Tenders to ensure that the most up to date information is used. Where you are not registered on credit safe e.g. charitable organisations or new start companies/ Sole Traders with less than 3 years trading history, discretionary powers are available to the Director of Finance to consider abbreviated accounts along with bankers references etc.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission.

IMPORTANT NOTE: This requirement is not applicable to Sole Traders/ Charities. Sole Traders/ Charities may be required to provide a bankers reference if successful.

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

List and brief description of selection criteria

Tenderer's will be required to provide evidence of having the necessary capacity and



capability to deliver the requirements stated within the tender documents.

The below requirements will be requested during the tender process:

#### SPD Question 4C.1.2 Technical and Professional Ability

With reference to the nature and details of the services that are the subject matter of this tender, relevant examples are to be provided of the services undertaken by the Tenderer in the last 3 years and must be similar value to the contract being procured.

Tenderer's will be required to provide evidence of having the necessary capacity and capability to deliver the requirements for: Removals, Relocations, Disposal and Storage Services

Two (2) examples of the provision of similar services will be requested and must be from within the last 3 years for goods and services.

If Tenderers are unable to provide two (2) examples the tenderer may be required to explain why examples cannot be provided.

If available, copies of completion certificates or customers' written declaration which validates the examples you have provided.

#### Guidance

If you cannot provide certificates or customer declarations the Authority may choose to contact customers cited directly in order to validate the experience examples you have provided without any further reference to you.

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

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

During the period of the Framework Agreement, the Contractor(s) shall monitor and measure their performance against the Key Performance Indicators (KPIs) outlined within the ITT Documents

#### **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

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## **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: 3

#### **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

7 July 2022

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: 2 January 2023

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

Date

7 July 2022

Local time

12:00pm

Place

Electronically via Public Contract Scotland Tender

Information about authorised persons and opening procedure

By the applicable Procurement Specialist - Electronically via Public Contract Scotland Tender

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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: The duration of the Framework Agreement shall be for three (3) years from the Framework start date with the option to extend for a further one (1) period up to twelve (12) months in duration at the sole discretion of the Authority.

The Framework shall be re-tendered at the end of the Framework period.

### **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**

Economic Operators

Applicable to OJEU/FTS Notices: 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.

Please refer to the published Contract Notice document which can be found within the attachments areas of the PCS-T portal which details the requirements and additional detail relating to:

SPD Question 4C.12 Quality Control Requirements

SPD Question 4D.1 Quality Assurance/Health and Safety Requirements

Assessment of Employment Status

Living Wage

Equality and Diversity

## Subcontractor Detail

### Data Protection

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21402. 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:

Refer to Community Benefits clause ( clause 2.25 ) within the ITT

(SC Ref:694502)

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

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

Glasgow Sheriff Court

Glasgow

Country

United Kingdom