

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/015588-2024>

Tender

## **The Supply and Delivery of Laboratory Equipment, Supplies and Consumables**

Glasgow City Council

F02: Contract notice

Notice identifier: 2024/S 000-015588

Procurement identifier (OCID): ocds-h6vhtk-045a20

Published 16 May 2024, 2:31pm

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

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

Glasgow City Council

Chief Executives Department, City Chambers, 40 John Street

Glasgow

G2 1DU

#### **Email**

[fiona.mcinnis@glasgow.gov.uk](mailto:fiona.mcinnis@glasgow.gov.uk)

#### **Telephone**

+44 1412876442

#### **Country**

United Kingdom

## **NUTS code**

UKM82 - Glasgow City

## **Internet address(es)**

Main address

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00196](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196)

## **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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

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

Regional or local authority

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

General public services

---

## **Section II: Object**

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

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

The Supply and Delivery of Laboratory Equipment, Supplies and Consumables

Reference number

GCC005230CPU

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

- 33696500 - Laboratory reagents

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

Supplies

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

The council is inviting suitably qualified and experienced Bidders to submit bids for the Supply and Delivery of Laboratory Equipment, Supplies and Consumables for the undernoted 5 lots:

Lot 1-Chemicals

Lot 2-Laboratory Supplies & Consumables

Lot 3-Instrumentation Consumables

Lot 4-Pipettes & Consumables

Lot 5-Pre-Prepared Media

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

Value excluding VAT: £460,000

#### **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**

Chemicals

Lot No

1

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

- 33696500 - Laboratory reagents

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

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

The council is inviting suitably qualified and experienced Bidders to submit bids for the Supply and Delivery of Laboratory Equipment, Supplies and Consumables.

Lot 1 requirements are as follows:

The service required is the provision of analytical chemicals for use within a laboratory.

The laboratory analyses a range of sample types i.e. Water samples, Environmental samples, Food/Feeds and Consumer Goods.

The lot incorporates a wide variety of chemicals including varying grades and quantities required.

Chemicals includes all the general chemicals used within a laboratory environment. The quantities required will vary dependant on the consumable on offer e.g. Nitric acid will be

supplied in quantities of 500ml to 2.5 litres with varying grades e.g. ANALAR (laboratory grade to 99.5% Purity).

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

Quality criterion - Name: Quality Control / Weighting: 10

Quality criterion - Name: Contingency Plans / Weighting: 7

Quality criterion - Name: Sustainability Waste / Recycling / Weighting: 2

Quality criterion - Name: Sustainability Hazardous materials / Weighting: 2

Quality criterion - Name: Sustainability Transportation / Deliveries / Weighting: 4

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 70

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

Value excluding VAT: £20,000

### **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 council will have the option to extend the contract for up to 12 months which will be exercised by the council serving notice on the supplier in accordance with the council's Terms and Conditions.

### **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.2.14) 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

## **II.2) Description**

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

Laboratory Supplies & Consumables

Lot No

2

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

- 33793000 - Laboratory glassware

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

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

The service required is the provision of laboratory supplies and consumables for use within a

laboratory.

The laboratory analyses a range of sample types i.e. Water samples, Environmental samples, Food/Feeds and Consumer Goods.

The lot incorporates a wide variety of general laboratory supplies and consumables.

Laboratory Supplies and Consumables covers all other consumables used within a laboratory environment that are not included within Lot 1: Chemicals, from weighing boats to pH meters.

These will be supplied in a variety of quantities from single units to packs of 100, dependant on the consumable being purchased.

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

Quality criterion - Name: Quality Control / Weighting: 10

Quality criterion - Name: Contingency Plans / Weighting: 7

Quality criterion - Name: Sustainability Waste / Recycling / Weighting: 2

Quality criterion - Name: Sustainability Hazardous materials / Weighting: 2

Quality criterion - Name: Sustainability Transportation / Deliveries / Weighting: 4

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 70

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

Value excluding VAT: £45,000

### **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 council will have the option to extend the contract for up to 12 months which will be exercised by the council serving notice on the supplier in accordance with the council's Terms and Conditions.

### **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.2.14) 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

## **II.2) Description**

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

Instrumentation Consumables

Lot No

3

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

- 38000000 - Laboratory, optical and precision equipments (excl. glasses)

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

NUTS codes



- UKM82 - Glasgow City

Main site or place of performance

Glasgow

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

The service required is the provision of Instrumentation consumables for use within a laboratory. The laboratory analyses a range of sample types i.e. Water samples, Environmental samples, Food/Feeds and Consumer Goods. The lot incorporates consumables for a range of analytical techniques including (but not limited to) Gas Chromatography, Liquid Chromatography and Metals analysis.

Instrumentation consumables covers consumables used within Gas Chromatography, Liquid Chromatography, Inductively Coupled Plasma and other analytical techniques used within the laboratory.

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

Quality criterion - Name: Quality Control / Weighting: 10

Quality criterion - Name: Contingency Plans / Weighting: 7

Quality criterion - Name: Sustainability Waste / Recycling / Weighting: 2

Quality criterion - Name: Sustainability Hazardous materials / Weighting: 2

Quality criterion - Name: Sustainability Transportation / Deliveries / Weighting: 4

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 70

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

Value excluding VAT: £30,000

#### **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 council will have the option to extend the contract for up to 12 months which will be exercised by the council serving notice on the supplier in accordance with the council's Terms and Conditions.

### **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.2.14) 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

## **II.2) Description**

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

Pipettes & Consumables

Lot No

4

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

- 38437000 - Laboratory pipettes and accessories

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

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

The service required is the provision of pipettes and consumables for use within a laboratory. The laboratory analyses a range of sample types i.e. Water samples, Environmental samples, Food/Feeds and Consumer Goods. The lot incorporates pipettes and consumables from a variety of manufacturers and covering a wide range of volumes.

Pipettes & Consumables includes the purchase of pipettes, tips and filters associated with the operation of automatic pipettes.

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

Quality criterion - Name: Quality Control / Weighting: 10

Quality criterion - Name: Contingency Plans / Weighting: 7

Quality criterion - Name: Sustainability Waste / Recycling / Weighting: 2

Quality criterion - Name: Sustainability Hazardous materials / Weighting: 2

Quality criterion - Name: Sustainability Transportation / Deliveries / Weighting: 4

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 70

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

Value excluding VAT: £10,000

### **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 council will have the option to extend the contract for up to 12 months which will be exercised by the council serving notice on the supplier in accordance with the council's Terms and Conditions.

### **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.2.14) 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

## **II.2) Description**

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

Pre-Prepared Media

Lot No

5

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

- 38437000 - Laboratory pipettes and accessories

**II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

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

The service required is the provision of pre-prepared media for use within a laboratory. The laboratory analyses a range of sample types i.e. Water and Food samples, using pre-prepared media for detection and enumeration of microorganisms.

Pre-prepared media includes pre-made media for use within a microbiology laboratory for the detection and enumeration of microorganisms.

**II.2.5) Award criteria**

Quality criterion - Name: Quality Control / Weighting: 10

Quality criterion - Name: Contingency Plans / Weighting: 7

Quality criterion - Name: Sustainability Waste / Recycling / Weighting: 2

Quality criterion - Name: Sustainability Hazardous materials / Weighting: 2

Quality criterion - Name: Sustainability Transportation / Deliveries / Weighting: 4

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 70

**II.2.6) Estimated value**

Value excluding VAT: £10,000

### **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 council will have the option to extend the contract for up to 12 months which will be exercised by the council serving notice on the supplier in accordance with the council's Terms and Conditions.

### **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.2.14) 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

---

## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

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

List and brief description of selection criteria

Glasgow City Council's Insurance Requirements are:

Applicants shall take out and maintain, throughout the period of the Framework, Employer's Liability insurance to the value of at least TEN MILLION POUNDS STERLING (10,000,000GBP) in respect of any one event and unlimited in the period.

Applicants shall take out and maintain, throughout the period of the Framework, Public Liability insurance to the value of at least FIVE MILLION POUNDS STERLING (5,000,000GBP) in respect of any one event and unlimited in the period.

Applicants shall take out and maintain, throughout the period of the Framework, Products Liability insurance to the value of at least FIVE MILLION POUNDS STERLING (5,000,000GBP) in respect of any one event and in the aggregate.

Applicants shall take out and maintain throughout the period of the Framework, at least statutory Motor insurance cover as per the Road Traffic Act 1988.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for EU member states by the council and any organisation shall not sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, unless the council agrees otherwise. It is the express responsibility of the lead organisation to ensure this is the case.

Should the Bidder not have the specified insurances at the time of tendering then, the Bidder must certify in their response to this ITT that the specified insurance will be obtained.

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

List and brief description of selection criteria

Bidders are required to provide two relevant examples of your organisations recent experience (within the last 3 years) in the supply and delivery of laboratory equipment, consumables and supplies, similar in scale as specified in the Contract Notice and Section 4 of the Invitation to Tender (ITT) Document.

Please refer to the ITT Document for further details.

Minimum level(s) of standards possibly required

The weighting will be out of 100% with 50% attributed to each example.

Bidders must achieve the minimum threshold score of 60% overall over the two examples. Any Bidder who fails to achieve the minimum points score will be disqualified at this stage.

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

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

Key Performance Indicators will be listed under Section 4.13 of the ITT Document.

---

## **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

17 June 2024

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**

Duration in months: 4 (from the date stated for receipt of tender)

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

Date

17 June 2024

Local time

12:00pm

Place

Glasgow City Council, City Chambers, 40 John Street, Glasgow, G2 1DU

Information about authorised persons and opening procedure

Procurement Officer

---

### **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Estimated timing for further notices to be published:

27 months or up to 36 months depending on whether the partial or full 12 month extension is implemented.

#### **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**

Re SPD Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2 bidders must hold the certificates for Quality Control, Health and Safety

and Environmental Management Standards or comply with all the questions noted in SPD Section 4D.

Freedom of Information Act - Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of

this legislation and ensure that any information they wish the council to consider withholding is specifically indicated on the FOI

Certificate contained in the Qualification Envelope within the PCS Tender portal (NB the council does not bind itself to withhold this

information). Applicants will be required to complete the FOI certificate at ITT stage.

Tenderers Amendments - Applicants must enter any clause, condition, amendment to specification or any other qualification they may wish

to make conditional to this offer. Applicants will be required to complete the tenderers amendment certificate contained in the Qualification

Envelope within the PCS tender portal (at ITT stage).

Prompt Payment - The successful tenderer shall, as a condition of being awarded the tender, be required to demonstrate to the council's

satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum

invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt. The successful

tenderer shall also impose this condition on its subcontractors in respect of payments due to any sub-sub-contractors, if any. Applicants will

be required to complete the prompt payment certificate contained in the Qualification Envelope area within PCS Tender portal.

Non – Collusion - Applicants will be required to complete the Non-Collusion certificate

contained in the Qualification Envelope area

within the tender portal.

Insurance Mandate - All successful suppliers will be required to sign an Insurance Mandate, which will be issued in conjunction with the

award letter authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not

signed and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract

period. Terms and Conditions are located within the Buyers Attachments area of the tender portal.

Additional information pertaining to this contract notice is contained within the Invitation To Tender documents. Applicants must ensure

they read in line with this contract notice.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26681. 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:

Mandatory Community Benefits requirements as detailed within Section 5 of the ITT document.

(SC Ref:765432)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Glasgow City Council ("the council") must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland) Regulations 2015 ("The Regulations"). The Council is obliged to comply with the regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of: or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own independent legal advice when they consider appropriate to do so.