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Tender

## **Workplace Services Support**

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2024/S 000-016168

Procurement identifier (OCID): ocds-h6vhtk-0469a8

Published 22 May 2024, 1:42pm

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

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

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

#### **Email**

[Nadia.Smith@parliament.scot](mailto:Nadia.Smith@parliament.scot)

#### **Telephone**

+44 1313485000

#### **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.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**

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**

Workplace Services Support

Reference number

NIC-SER-511

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

- 98341120 - Portering services

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

Services

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

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to provide comprehensive Workplace Services Support within their Premises. This includes but is not limited to: Setting up spaces for events of all sizes, setting up equipment for meetings, movement of furniture, adjustments to furniture items, mail drop-off and pick up service, replacement of toner and paper for MFDs and printers, raising and lowering of flags on the external flagpoles etc. Setting up spaces for events of all sizes, setting up equipment for meetings, movement of furniture, adjustments to furniture items, mail drop-off and pick up service, replacement of toner and paper for MFDs and printers, raising and lowering of flags on the external flagpoles etc.

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

This contract is divided into lots: No

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

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

- 98341120 - Portering 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 comprehensive Workplace Services Support within the Premises. The Workplace services Support includes but is not limited to: setting up spaces for events of all sizes, setting up equipment for meetings, movement of furniture, adjustments to furniture items, mail drop-off and pick up service, replacement of toner and paper for MFDs and printers, raising and lowering of flags on the external flagpoles etc.

#### **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

60

This contract is subject to renewal

Yes

Description of renewals

3 x 12 month extension 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.1.2) Economic and financial standing**

List and brief description of selection criteria

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 Liability 1,000,000.00

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

List and brief description of selection criteria

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 nature. 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

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

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

TUPE may form part of the contract.

The Real Living Wage will be mandatory as part of the contract conditions. Further information can be found within the tender documentation.

Community benefits is a mandatory requirement for this contract.

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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

24 June 2024

Local time

11:00am

#### **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**

Tender must be valid until: 24 June 2024

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

Date

24 June 2024

Local time

11:00am

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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: Spring 2032

### VI.3) Additional information

For this contract, the minimum cyber security requirement will be Cyber Essentials certification (or equivalent).

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26771.

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 and are a mandatory requirement. Full details can be found within the tender documentation.

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(SC Ref:766578)

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

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

Edinburgh Sheriff Court House

Sheriff Court House, 27 Chambers Street,

Edinburgh

EH1 1LB

Email

[Nadia.Smith@parliament.scot](mailto:Nadia.Smith@parliament.scot)

Telephone

+44 000001313485000

Country

United Kingdom