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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

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

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

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

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.

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

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.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26771. For more information see:

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[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.

(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

Telephone

+44 000001313485000

Country

United Kingdom