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Tender

## **Communal Cleaning Term Contract**

Castlehill Housing Association

F02: Contract notice

Notice identifier: 2024/S 000-016212

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

Published 22 May 2024, 4:05pm

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

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

Castlehill Housing Association

4 Carden Place

Aberdeen

AB10 1UT

#### **Email**

[info@castlehillha.co.uk](mailto:info@castlehillha.co.uk)

#### **Telephone**

+44 1224625822

#### **Country**

United Kingdom

#### **NUTS code**

UKM5 - North Eastern Scotland

**Internet address(es)**

Main address

<https://www.castlehillha.co.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA12562](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA12562)

**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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

Body governed by public law

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

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

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

Communal Cleaning Term Contract

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

- 90910000 - Cleaning services

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

Services

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

Generally, the service will comprise the regular cleaning of communal areas within the properties listed in the tender.

#### **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:

The Association is limiting the number of Lots/ Areas that each contractor can bid for. We are seeking interest from organisations that can provide all of the above Lot & Areas services to the Association, due to the nature of the services involved in this Term Contract; this tender has been split into five (5) Lots/ Areas to reduce any risk associated with delivery of the service with only 1 supplier. It is our intention to appoint a maximum of five (5) bidders for all Lots/ Areas, the minimum to be appointed will be two (2), the maximum number of Lots/ Area any one contractor can win will be three (3) unless the Association considers the 2nd, 3rd, 4th etc placed contractors bids to be Abnormally Low or High tenders (see clause below on Abnormally Low Tenders & Abnormally High Tenders) or the quality score for the 2nd, 3rd, 4th etc placed contractors falls below the minimum required score of 587/825 - 70%

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

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

Lot 1 - Aberdeen City

Lot No

1

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

- 90910000 - Cleaning services

**II.2.3) Place of performance**

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City - please refer to Section No. 3 - Pricing Schedule for full details of all locations/ schemes

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

Generally, the service will comprise the regular cleaning of communal areas within the properties listed in the tender.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**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 contract for the Services for each Lot will be for a 3-year period with the option to extend for 2 x single 1-year periods solely at CHA discretion to a maximum of 5 years

### **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**

See the attached SPD Guidance and QMS Scoring & Evaluation Criteria for the specific details on bidding for lots across the geographical areas.

## **II.2) Description**

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

Lot 2 - Aberdeenshire South

Lot No

2

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

- 90910000 - Cleaning services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeenshire South - please refer to Section No. 3 - Pricing Schedule for full details of all locations/ schemes

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

Generally, the service will comprise the regular cleaning of communal areas within the

properties listed in the tender.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **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 contract for the Services for each Lot will be for a 3-year period with the option to extend for 2 x single 1-year periods solely at CHA discretion to a maximum of 5 years

### **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**

See the attached SPD Guidance and QMS Scoring & Evaluation Criteria for the specific details on bidding for lots across the geographical areas.

## **II.2) Description**

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

Lot 3 - Aberdeenshire North

Lot No

3

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

- 90910000 - Cleaning services

**II.2.3) Place of performance**

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeenshire North - please refer to Section No. 3 - Pricing Schedule for full details of all locations/ schemes

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

Generally, the service will comprise the regular cleaning of communal areas within the properties listed in the tender.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**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 contract for the Services for each Lot will be for a 3-year period with the option to extend for 2 x single 1-year periods solely at CHA discretion to a maximum of 5 years

**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**

See the attached SPD Guidance and QMS Scoring & Evaluation Criteria for the specific details on bidding for lots across the geographical areas.

## **II.2) Description**

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

Lot 4 - Aberdeenshire West

Lot No

4

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

- 90910000 - Cleaning services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeenshire West - please refer to Section No. 3 - Pricing Schedule for full details of all locations/ schemes

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

Generally, the service will comprise the regular cleaning of communal areas within the properties listed in the tender.



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

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **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 contract for the Services for each Lot will be for a 3-year period with the option to extend for 2 x single 1-year periods solely at CHA discretion to a maximum of 5 years

### **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**

See the attached SPD Guidance and QMS Scoring & Evaluation Criteria for the specific details on bidding for lots across the geographical areas.

## **II.2) Description**

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

Lot 5 - Aberdeenshire Central

Lot No

5

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

- 90910000 - Cleaning services

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

NUTS codes

- UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey

Main site or place of performance

Aberdeenshire Central - please refer to Section No. 3 - Pricing Schedule for full details of all locations/ schemes

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

Generally, the service will comprise the regular cleaning of communal areas within the properties listed in the tender.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **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 contract for the Services for each Lot will be for a 3-year period with the option to extend for 2 x single 1-year periods solely at CHA discretion to a maximum of 5 years

### **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**

See the attached SPD Guidance and QMS Scoring & Evaluation Criteria for the specific details on bidding for lots across the geographical areas.

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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

All as outlined in the attached 'SPD Guidance and QMS Scoring & Evaluation Criteria' document

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

List and brief description of selection criteria

All as outlined in the attached 'SPD Guidance and QMS Scoring & Evaluation Criteria' document

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

List and brief description of selection criteria

All as outlined in the attached 'SPD Guidance and QMS Scoring & Evaluation Criteria' document

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

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

All as outlined in the attached 'SPD Guidance and QMS Scoring & Evaluation Criteria' document

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

Please refer to Key Performance Indicators (KPI's) included in the attached Invitation to Tender (ITT)

#### **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.1.8) 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

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: 23 September 2024

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

Date

24 June 2024

Local time

12:00pm

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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: All as outlined in the attached documents

### **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 ensure that you read very carefully and comprehensively the attached 'SPD Guidance and QMS Scoring & Evaluation Criteria' document as it contains very specific information that you will require to follow to provide your SPD response. It also contains the very specific details on bidding for lots across the geographical lots and the limiting the lots instructions.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=766666](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=766666).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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:

Details are contained within the attached 'SPD Guidance and QMS Scoring & Evaluation

Criteria' document

(SC Ref:766666)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=766666](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=766666)

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

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

Aberdeen Sheriff Court

53 Castle Street

Aberdeen

AB11 5BB

Country

United Kingdom