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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

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

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

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.

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

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

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.

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.

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

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Sheriff Court

53 Castle Street

Aberdeen

AB11 5BB

Country

United Kingdom