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Tender

Professional cleaning services for office premises in Stirling (UK)

Zero Waste Scotland Ltd

F02: Contract notice

Notice identifier: 2023/S 000-016279

Procurement identifier (OCID): ocids-h6vhtk-03d4bd

Published 8 June 2023, 12:23pm

Section I: Contracting authority

I.1) Name and addresses

Zero Waste Scotland Ltd

Ground Floor, Moray House, Forthside Way

Stirling

FK8 1QZ

Email

procurement@zerowastescotland.org.uk

Telephone

+44 1786433930

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.zerowastescotland.org.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA20802

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

Body governed by public law

I.5) Main activity

Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Professional cleaning services for office premises in Stirling (UK)

Reference number

O5T1-P1-23.01

II.1.2) Main CPV code

- 90919200 - Office cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

Contract opportunity for the provision of professional cleaning services for office premises in Stirling (UK)

II.1.5) Estimated total value

Value excluding VAT: £230,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90910000 - Cleaning services
- 90919000 - Office, school and office equipment cleaning services
- 90900000 - Cleaning and sanitation services

II.2.3) Place of performance

NUTS codes

- UKM77 - Perth & Kinross and Stirling

Main site or place of performance

Services to be provided within office premises in Stirling (UK), post code FK8 1QZ

II.2.4) Description of the procurement

We require the services of a suitably skilled and experienced supplier to provide a professional cleaning service for our premises in Stirling (UK) at a time and in a manner that minimises potential disruption to any staff working within the building.

The services are required to ensure that the office, toilets, shower rooms, kitchens, staff areas, public areas, meeting rooms and all other working areas, furniture, fixtures and fittings, IT equipment, shared appliances, walls and partitions, internal windows and glazing, blinds and curtains, and floor spaces are maintained to ensure they remain presentable and fit for their intended purpose.

Daily cleaning of all toilets, showers, hand dryers and restroom surfaces is also required.

Further details of the routine, planned, additional and ad hoc services required are provided in the procurement documents provided for this contract opportunity.

II.2.5) Award criteria

Quality criterion - Name: Quality Criteria / Weighting: 80

Price - Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £230,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

10 July 2023

End date

28 March 2025

This contract is subject to renewal

Yes

Description of renewals

The Contract shall have three (3) extension options of twelve (12) months each, available to be exercised at the discretion of the Client and with the written agreement of the Contractor.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Contractor will be responsible for the replenishment of cleaning materials, restroom hand towels, soaps and toilet paper when required and will be reimbursed for the cost of those items as incurred. Those costs form part of the Contract and are accounted for in the anticipated value.

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

III.1.1 of the Contract Notice is not applicable to this procurement procedure.

Section A of Part IV of the Single Procurement Document (SPD) (Scotland) is not being used for this contract opportunity.

III.1.2) Economic and financial standing

List and brief description of selection criteria

The relevant selection criteria for Section B of Part IV of the SPD (Scotland) are included in the Invitation to Tender document and the SPD (Scotland) provided for this procurement procedure.

Minimum level(s) of standards possibly required

It is a requirement of this contract that suppliers hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 5 000 000.00 GBP

Public Indemnity Insurance = 5 000 000.00 GBP

Professional Indemnity Insurance = 100,000.00 GBP

<http://www.hse.gov.uk/pubns/hse40.pdf>

III.1.3) Technical and professional ability

List and brief description of selection criteria

The relevant selection criteria for Sections C and D of Part IV of the SPD (Scotland) are included in the Invitation to Tender document and the SPD (Scotland) provided for this procurement procedure.

Minimum level(s) of standards possibly required

Bidders will be required to confirm that they will allow checks to be conducted on their production and technical capacities. Zero Waste Scotland will seek such confirmation by means of a reference provided by a current and a previous client / customer for whom you have provided the same or similar services.

III.2) Conditions related to the contract

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

11 July 2023

Local time

10:00am

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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

11 July 2023

Local time

10:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Please read the documents provided for this Contract Notice on the PCS-Tender e-tendering system carefully. These include details and information on:

- the background to this procurement,
- the goods and services required,
- requirements and expectations for quality and contract management,
- selection and award criteria (including the relevant evaluation methodologies),
- the Terms and Conditions of the anticipated Contract, and
- how to participate in this procurement procedure

Any questions or clarifications on the content of these documents and / or this Contract Notice should be raised using the facility provided with the Contract Notice on the PCS-Tender e-tendering system only and must be received before the stated deadline for questions. This includes any request to modify or vary the terms and conditions of contract.

You should use the templates provided for preparing your technical and commercial responses, for providing information on your business and any commercially confidential elements of your tender submission, and for the relevant declarations.

Zero Waste Scotland is generally unable and unwilling to respond to questions or requests for clarification received by any other means, including after the deadline for clarifications has passed, and will not enter into negotiation on any terms or conditions of contract after that time.

Zero Waste Scotland intends to award a contract as a result of this tendering procedure but is not obliged to accept any tender submission.

An anticipated timetable for this procurement procedure is provided in the Invitation to Tender document.

Zero Waste Scotland will inform all tenderers of decisions or delays at the same time, by email to the nominated contact identified in your tender submission only. Please do not contact Zero Waste Scotland following the deadline for tender submissions to enquire if or when a decision will be made as we are generally unable and unwilling to respond.

Your tender submission may be ruled non-compliant where you fail to follow the instructions and / or use the template documents provided in the procurement documents, unless alternative instructions and / or approaches to preparing a tender response have been agreed and communicated as appropriate through the PCS-Tender e-tendering system.

Direct approaches to Zero Waste Scotland or any of its management or staff regarding this procurement procedure may be considered an attempt to influence the outcome of the procurement procedure and may lead to your tender submission being disqualified.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24027. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:730037)

VI.4) Procedures for review

VI.4.1) Review body

Stirling Sheriff Court and Justice of the Peace Court

Stirling

Country

United Kingdom