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Tender

Provision of Specialist Office Equipment

Social Security Scotland

F02: Contract notice

Notice identifier: 2021/S 000-016610

Procurement identifier (OCID): ocds-h6vhtk-02c854

Published 15 July 2021, 1:55pm

Section I: Contracting authority

I.1) Name and addresses

Social Security Scotland

2nd Floor Dundee House, 50 North Lindsay Street

Dundee

DD1 1QE

Contact

Agnesann McPhelim

Email

agnesann.mcphelim@socialsecurity.gov.scot

Telephone

+44 1412425913

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<https://www.socialsecurity.gov.scot/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30345

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

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

www.publictendersscotland.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Specialist Office Equipment

Reference number

CASE/540597

II.1.2) Main CPV code

- 30190000 - Various office equipment and supplies

II.1.3) Type of contract

Supplies

II.1.4) Short description

Two lots for the supply and related services - first lot is ergonomic specialist office chairs, second lot is ergonomic workstation accessories

II.1.5) Estimated total value

Value excluding VAT: £500,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Provision of ergonomic specialist office chairs

Lot No

1

II.2.2) Additional CPV code(s)

- 39110000 - Seats, chairs and related products, and associated parts
- 50850000 - Repair and maintenance services of furniture
- 51000000 - Installation services (except software)

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Social Security Scotland have locations throughout Scotland

II.2.4) Description of the procurement

The provision of ergonomic specialist chairs, including installation, maintenance and all other related services

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Extension options of 2 x 12 month periods

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) Description

II.2.1) Title

Provision of Ergonomic workstation accessories

Lot No

2

II.2.2) Additional CPV code(s)

- 30190000 - Various office equipment and supplies
- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture
- 30237000 - Parts, accessories and supplies for computers
- 39113700 - Footrests
- 39121000 - Desks and tables
- 51620000 - Installation services of office equipment

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Social Security Scotland has locations throughout Scotland

II.2.4) Description of the procurement

Provision of ergonomic workstation accessories required following Display Screen Equipment assessment. Support services also required including guidance, installation

and any other related services

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Extension options of 2 x 12 month periods

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

List and brief description of conditions

Selection criteria as stated in tender documents

III.1.2) Economic and financial standing

List and brief description of selection criteria

FINANCIAL RATIOS(S)

INSURANCE

Minimum level(s) of standards possibly required

Financial Ratio:

Bidders will be required to meet the following:

The acceptable range is a Failure Score no less than 50 subject to Dun and Bradstreet.

Insurances:

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded

contract, the types and levels of insurance indicated below:

Employers (compulsory) liability Insurance = 5 Million GBP

Public Liability Insurance = 1 Million GBP

Professional Indemnity Insurance = 1 Million GBP

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

23 August 2021

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

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

23 August 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

The buyer is using PCS-Tender to conduct this ITT exercise. The project code is project_19160. For more information see:

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

Specified within the Statement of Requirement

Community benefits are included in this requirement, for more information

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>. A summary of the expected community benefits has been provided as follows: Specified within Statement of Requirement

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19160. For more information see:

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

(SC Ref:660712)

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court House

27 Chamber Street

Edinburgh

EH1 1LB

Country

United Kingdom