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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): ocids-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](mailto: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](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](http://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](http://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

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## **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

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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

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

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## **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

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## **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