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Tender

Secure Collection, Destruction & Recycling of Confidential Waste

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2023/S 000-017632

Procurement identifier (OCID): ocids-h6vhtk-03d828

Published 21 June 2023, 11:29am

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Contact

Claudine Persaud

Email

claudine.persaud@edinburgh.gov.uk

Telephone

+44 1314693727

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Secure Collection, Destruction & Recycling of Confidential Waste

Reference number

CT2901

II.1.2) Main CPV code

- 90514000 - Refuse recycling services

II.1.3) Type of contract

Services

II.1.4) Short description

Framework Agreement for secure collection, destruction and recycling of paper-based confidential waste.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90514000 - Refuse recycling services
- 79996100 - Records management
- 90511400 - Paper collecting services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

Via an "Open Tender" procurement procedure, the Council wish to procure a single Contractor Framework Agreement for the secure collection, destruction and recycling of its paper-based confidential waste. In compliance with all relevant legislation and guidance, including BS EN 15713 (secure destruction of confidential material), the UK Data Protection Act 2018 and General Data Protection Regulation and Scottish Environment Protection Agency (SEPA) regulations, the appointed Contractor will be required to:

- supply 75L confidential waste sacks
- provide secure collection & transportation of the confidential waste (on a scheduled and/or ad-hoc)
- provide secure off-site cross-cut shredding of the confidential waste
- provide secure and sustainable recycling of the confidential waste
- provide Certificates of Destruction and a Waste Transfer Note for all waste processed
- provide Service User support via a Customer Service Help Desk function

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

48

This contract is subject to renewal

Yes

Description of renewals

The contract will be for a period of two years with the option to extend for up to a further two 12 month periods, undertaken at the sole discretion of the Council.

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.1.2) Economic and financial standing

List and brief description of selection criteria

SPD Question 4B.1 - Tenderers are required to provide their “general” annual turnover for the last two financial years.

SPD Question 4B.5b & c - Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance specified.

SPD Question 4B.6 - Tenderers are required provide their "Current ratio" for Current Year and their "Current ratio" for Prior Year. The formula for calculating a Tenderer's current ratio is current assets divided by current liabilities.

Minimum level(s) of standards possibly required

SPD Question 4B.1 - Tenderers are required to have a minimum “general” annual turnover of GBP 230,000 for the last two financial years. Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer's suitability to proceed in the competition.

SPD Question 4B.5b & c - Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract:

- a. Public Liability Insurance – GBP 10,000,000
- b. Employers (Compulsory) Liability Insurance – GBP 5,000,000

c. Motor Vehicle Insurance on a fully comprehensive basis with an appropriate limit of indemnity as deemed by the Contractor

Where a Tenderer does not hold or commit to obtaining the types and levels of insurance indicated, the Council may exclude the Tenderer from the competition.

SPD Question 4B.6 - The acceptable range for each financial ratio is greater than 1.10. Where a Tenderer's current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer's suitability to proceed in the competition.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD Question 4C.1.2 - Expertise, capability and capacity

SPD Question 4C.2 - Compliance with regulatory requirements

SPD Question 4C.3a - ISO accreditation - Tenderers are required to confirm that they

SPD Question 4C.4 - Inclusion of prompt payment clause

SPD Question 4C.7 - Response to climate change emergency

SPD Question 4D.1(A) - Health & Safety Policy

SPD Question 4D.1(B) - Payment of the Real Living Wage

Minimum level(s) of standards possibly required

SPD Question 4C.1.2 - Expertise, capability and capacity - Tenderers are required to demonstrate that they have the expertise, capability and capacity required to deliver the specified requirement by providing 3 examples of the delivery of similar contracts during the last three years. Where a Tenderer does not demonstrate compliance to the Council's satisfaction, the Council may exclude the Tenderer from the competition.

SPD Question 4C.2 - Compliance with regulatory requirements - Tenderers are required to demonstrate that they operate their services in accordance with the specified regulatory requirements. Where a Tenderer does not demonstrate compliance to the Council's satisfaction, the Council may exclude the Tenderer from the competition.

SPD Question 4C.3a - ISO accreditation - Tenderers are required to confirm that they hold the specified ISO accreditations (or suitable equivalent). Where a Tenderer does not demonstrate compliance to the Council's satisfaction, the Council may exclude the

Tenderer from the competition.

SPD Question 4C.4 - Inclusion of prompt payment clause - Tenderers are required to confirm that they will include the standard clause in all contracts used in the delivery of the framework agreement, ensuring payment of sub-contractors at all stages of the supply chain within 30 days and include a point of contact for sub-contractors to refer to in the case of payment difficulties. Where a Tenderer does not commit to the inclusion of a prompt payment clause, the Council may exclude the Tenderer from the competition.

SPD Question 4C.7 - Response to climate change emergency - Tenderers are required to evidence that their organisation is taking steps to build their awareness of the climate change emergency and reduce their carbon emissions. Where a Tenderer fails to demonstrate that it is taking steps to build awareness of the climate change emergency and reduce emissions, to the Council's satisfaction, the Council may exclude the Tenderer from the competition.

SPD Question 4D.1(A) - Health & Safety - Tendering Organisations with more than 5 employees are required to have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly. Where a Tenderer does not have a Health & Safety Policy and is required to do so, the Council may exclude the Tenderer from the competition.

SPD Question 4D.1(B) - Payment of the Real Living Wage - Tenderers are required to confirm that they will pay any staff that are directly involved in the delivery of the framework agreement (including any agency or sub-contractor staff), at least the real Living Wage. Where a Tenderer does not commit to pay any staff that at least the real Living Wage, the Council may exclude the Tenderer from the competition.

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: Yes

IV.2) Administrative information

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

Date

25 July 2023

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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

25 July 2023

Local time

12:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: If the contract is not extended it is envisaged that the opportunity will be advertised in the first quarter of 2025. Likewise, if the contract is extended it is envisaged that the opportunity will be advertised in the first quarter of 2026 or 2027.

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

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=735652.

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.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

The Council's Community Benefits Points System will apply to this Framework, as outlined in the attached Community Benefits Guidance document.

(SC Ref:735652)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=735652

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session. . A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the Find a Tender Service /OJEU or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.