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Tender

## **Ashdown Phillips Tootal Buildings ~ Security Tender**

Ashdown Phillips Tootal Buildings

F02: Contract notice

Notice identifier: 2023/S 000-020004

Procurement identifier (OCID): ocds-h6vhtk-03e146

Published 12 July 2023, 4:05pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Ashdown Phillips Tootal Buildings

Broadhurst House, 56 Oxford St

Manchester

M1 6EU

#### **Email**

[tenders@litmuspartnership.co.uk](mailto:tenders@litmuspartnership.co.uk)

#### **Telephone**

+44 1276673880

#### **Country**

United Kingdom

#### **Region code**

UKD3 - Greater Manchester

### **Internet address(es)**

Main address

<https://www.thetotalbuildings.co.uk/>

### **I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-Manchester:-Security-services./2T5D82248X>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

### **I.4) Type of the contracting authority**

Other type

Privated limited company

### **I.5) Main activity**

Other activity

Specialist Property Management Company

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Ashdown Phillips Tootal Buildings ~ Security Tender

#### **II.1.2) Main CPV code**

- 79710000 - Security services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

The Tootal Buildings are located in the vibrant and exciting neighbourhood of Manchester's Oxford Road Corridor in Central Manchester. Together they form two iconic grade II listed inter-linked buildings.

### **II.1.5) Estimated total value**

Value excluding VAT: £1

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UKD3 - Greater Manchester

Main site or place of performance

Greater Manchester

### **II.2.4) Description of the procurement**

The building:

The Tootal Buildings are located in the vibrant and exciting neighbourhood of Manchester's Oxford Road Corridor in Central Manchester. Together they form two iconic grade II listed inter-linked buildings.

The buildings have been transformed to provide Manchester with a sustainable, modern workspace and quality amenities. (Home - The Tootal Buildings)

Scope:

Ashdown Phillips and Partners Ltd on behalf of our client are seeking proposals from security specialist to provide the following services:

## Security and Concierge Primary Duties

- Offer a warm and professional welcome to visitors
- Oversee the safe-keeping of the building's keys to allow access for maintenance and repairs when necessary
- Contribute to the maintenance of the building by reporting faults or damage to fixtures and fittings
- Oversee deliveries and directing Couriers
- Act as a first point of contact for any queries and complaints
- Deal with lost property and locating missing items
- Liaise with housekeeping and cleaning staff to ensure that safety and cleanliness standards are maintained
- IAuditor to be completed daily,
- Open and lock up.
- Monitor CCTV

## Courtyard Main Duties

- Act as a first point of contact for visitors and tenants
- Offer a warm and professional welcome to visitors
- Monitor access / egress to ensure that any people entering the building via the courtyard are authorised to do so.
- Oversee Deliveries and directing Couriers
- Booking visitors in and out
- Keep security log in DOB
- Open and lock up

## Operating Hours

Broadhurst Reception x 1 Officer

•0700-1600hrs Monday to Friday

•1600-1800hrs Monday to Friday

•Closed – Saturday & Sunday

Lee House Reception x 1 Officer

•0800-1700 hrs Monday to Friday

•1700-2200 hrs Monday to Friday

•2200-0800 hrs Monday to Friday

•0800-2000 hrs Saturday & Sunday

•2000-0800 hrs Saturday & Sunday

Courtyard x 1 officer

•0600-1800 hrs Monday to Friday

PLEASE NOTE:

No value specified for the contract at PQQ Stage

The actual tenders closes on the 26th July at 12:00pm

### **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**

Start date

1 October 2023

End date

30 September 2026

This contract is subject to renewal

No

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

A minimum of 5 suppliers and a maximum of 10 suppliers will be taken forward to the tender stage of the process. Where less than 5 suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the tender stage. Where more than 5 suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the tender stage

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **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**

To respond to this opportunity please click here:

<https://litmustms.co.uk/respond/2T5D82248X>

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## **Section III. Legal, economic, financial and technical information**

### **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

#### **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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

Accelerated procedure

Justification:

Due to start of contract date

#### **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

27 July 2023

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

3 August 2023

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

It will be the supplier's responsibility to obtain any necessary documents in order to submit a response by the closing date and time. The contracting authority reserves the right not to award any or part of the contract which is the subject of this contract notice and reserves the right to terminate the procurement process at any time. The contracting authority will not be liable for any costs incurred by those expressing an interest in tendering for this contract opportunity. The contracting authority will consider variant bids, evaluating them (so far as the variant or the evaluation of the variant is in the opinion of the contracting authority practicable) on the same basis as a conforming bid, but shall not be obliged to accept any such bid in preference to a conforming bid even if the variant bid scores more highly. No variant will be considered unless the bidder simultaneously submits a conforming bid.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://litmustms.co.uk/tenders/UK-UK-Manchester:-Security-services./2T5D82248X>

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GO Reference: GO-2023712-PRO-23392837

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Ashdown Phillips Tootal Buildings

Broadhurst House, 56 Oxford St

Manchester

M1 6EU

Country

United Kingdom

