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Tender

P24-0002: Scottish Enterprise - Security Services (Edinburgh BioQuarter and Scottish Enterprise Technology Park)

Scottish Enterprise c/o Colliers International

F02: Contract notice

Notice identifier: 2023/S 000-022167

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

Published 31 July 2023, 1:35pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Enterprise c/o Colliers International

Level 6, 2 West Regent Street

Glasgow

G2 1RW

Contact

Adam Cunningham

Email

adam.cunningham@scotent.co.uk

Telephone

+44 1413437925

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

www.colliers.com

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA17863

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.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Regional or local Agency/Office

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

P24-0002: Scottish Enterprise - Security Services (Edinburgh BioQuarter and Scottish Enterprise Technology Park)

Reference number

P24-0002

II.1.2) Main CPV code

- 79710000 - Security services

II.1.3) Type of contract

Services

II.1.4) Short description

The purpose of this Invitation to Tender (ITT) is to appoint either one or two suppliers to provide on-site security services for Scottish Enterprise's two main investment sites; Edinburgh BioQuarter and the Scottish Enterprise Technology Park (SETP).

The contract will be split into two lots:–

1 – Edinburgh BioQuarter (EBQ)

2 – Scottish Enterprise Technology Park (SETP)

The contract(s) are anticipated to start in October 2023 for a period of 72 months (6 years) with an overall anticipated value range of between GBP2.15m - GBP2.8m (both lots).

Full details are included within the ITT.

II.1.5) Estimated total value

Value excluding VAT: £2,800,000

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

Lot 1 - Security Services (Edinburgh BioQuarter)

Lot No

1

II.2.2) Additional CPV code(s)

- 79710000 - Security services
- 79711000 - Alarm-monitoring services
- 79713000 - Guard services
- 79715000 - Patrol services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Edinburgh

II.2.4) Description of the procurement

The purpose of this Invitation to Tender (ITT) is to appoint either one or two suppliers to provide on-site security services for Scottish Enterprise's two main investment sites; Edinburgh BioQuarter and the Scottish Enterprise Technology Park (SETP).

The contract will be split into two lots:–

1 – Edinburgh BioQuarter (EBQ)

2 – Scottish Enterprise Technology Park (SETP)

For Lot 1 (Edinburgh BioQuarter EBQ) the contract is anticipated to start in October 2023 for a period of 72 months (6 years) with an anticipated value range of between GBP850k - GBP1.1m.

Full details are included within the ITT.

II.2.5) Award criteria

Quality criterion - Name: Prompt Payment (if utilising sub-contractors) / Weighting: Pass/Fail

Quality criterion - Name: Methodology including account management / Weighting: 30%

Quality criterion - Name: Staff Recruitment, Training, and Certification / Weighting: 20%

Quality criterion - Name: Reporting / Weighting: 10%

Quality criterion - Name: Sustainability and Net Zero / Weighting: 10%

Quality criterion - Name: Innovation / Weighting: 10%

Quality criterion - Name: Fair Work First / Weighting: 15%

Quality criterion - Name: Information Security / Weighting: 5%

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £1,100,000

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

Duration in months

72

This contract is subject to renewal

No

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.2.14) 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.

II.2) Description

II.2.1) Title

Lot 2 - Security Services (Scottish Enterprise Technology Park)

Lot No

2

II.2.2) Additional CPV code(s)

- 79710000 - Security services
- 79711000 - Alarm-monitoring services
- 79713000 - Guard services
- 79715000 - Patrol services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

East Kilbride

II.2.4) Description of the procurement

The purpose of this Invitation to Tender (ITT) is to appoint either one or two suppliers to provide on-site security services for Scottish Enterprise's two main investment sites; Edinburgh BioQuarter and the Scottish Enterprise Technology Park (SETP).

The contract will be split into two lots:–

1 – Edinburgh BioQuarter (EBQ)

2 – Scottish Enterprise Technology Park (SETP)

For Lot 2 (Scottish Enterprise Technology Park SETP) the contract is anticipated to start in October 2023 for a period of 72 months (6 years) with an anticipated value range of between GBP1.3m - GBP1.7m.

Full details are included within the ITT.

II.2.5) Award criteria

Quality criterion - Name: Prompt Payment (if utilising sub-contractors) / Weighting: Pass/Fail

Quality criterion - Name: Methodology including account management / Weighting: 30%

Quality criterion - Name: Staff Recruitment, Training, and Certification / Weighting: 20%

Quality criterion - Name: Reporting / Weighting: 10%

Quality criterion - Name: Sustainability and Net Zero / Weighting: 10%

Quality criterion - Name: Innovation / Weighting: 10%

Quality criterion - Name: Fair Work First / Weighting: 15%

Quality criterion - Name: Information Security / Weighting: 5%

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £1,700,000

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

Duration in months

72

This contract is subject to renewal

No

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.2.14) 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

Statement for Q4A2B – For service contracts: membership of particular organisation needed. Bidders will be required to evidence membership of Security Industry Authority Approved Contractor Scheme as a condition of appointment.

III.1.2) Economic and financial standing

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland online module.

III.1.3) Technical and professional ability

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland online module.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Terms and Conditions applicable to Lot 1 and Lot 2 can be found within the Invitation to Tender (ITT) documentation.

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

31 August 2023

Local time

11:00am

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

31 August 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Scottish Enterprise publishes a Forward Plan of procurement activity for future years on <https://www.scottish-enterprise.com/>. This is refreshed on a regular basis.

VI.3) Additional information

SPD Statement for 2A.17 – Form of Participation (Notably as part of a group, consortium, joint venture or similar). Any contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute said contract together with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the contract. It will be for members of the consortium to sort out their respective duties and liabilities amongst each other. For administrative purposes, any associated documentation will be sent to the nominated lead organisation.

SPD Statement for 2C.1 - Where the main bidder relies on the capacities of other entities in order to meet the selection criteria, the bidder must provide a separate SPD response setting out the information required under SPD (Scotland): Part II (sections A and B); Part III exclusion grounds; the relevant part of Section IV selection criteria; and Part V (if applicable) for each of the entities concerned.

SPD Statement for 2D.1.2 – If the bidder proposes to subcontract any part(s) of the service and those sub-contractors are not relied upon, they should arrange for a separate SPD response from each potential subcontractor. The subcontractors must complete the relevant parts of the SPD (Scotland) (Sections A and B of Part II and Part III only) to self-declare whether there are grounds for their exclusion. This may be requested at the selection stage or prior to the subcontractor commencing work on the contract.

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=731074.

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.

(SC Ref:731074)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=731074

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

Sheriff Clerk's Office, PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Telephone

+44 1414298888

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court>

VI.4.2) Body responsible for mediation procedures

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

SPOEprocurement@scotland.gsi.gov.uk

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<https://www.gov.scot/publications/single-point-of-enquiry/>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

In the first instance, contact the Head of Facilities Management and Procurement at Scottish Enterprise, with any concerns or enquiries.

Email: <https://www.scottish-enterprise.com/help/contact-us.>

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015, may bring proceedings that will be started in the High Court.

VI.4.4) Service from which information about the review procedure may be obtained

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

SPOEprocurement@scotland.gsi.gov.uk

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<https://www.gov.scot/publications/single-point-of-enquiry/>