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Tender

Supply and Delivery of Catering Sundries

Scotland Excel

F02: Contract notice

Notice identifier: 2024/S 000-022629

Procurement identifier (OCID): ocds-h6vhtk-041de9

Published 22 July 2024, 10:56am

Section I: Contracting authority

I.1) Name and addresses

Scotland Excel

Cotton Street

Paisley

PA4 0XG

Email

education.corporate@scotland-excel.org.uk

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

<http://www.scotland-excel.org.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10383

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

<https://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

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Supply and Delivery of Catering Sundries

Reference number

1223

II.1.2) Main CPV code

- 39222100 - Disposable catering supplies

II.1.3) Type of contract

Supplies

II.1.4) Short description

This Contract Notice is in relation to the renewal framework for Catering Sundries. It is anticipated that the scope of materials covered under the framework will include, but not be limited to Catering Disposables, Catering Sundries, Insulated containers and Trolleys to all 32 member councils in Scotland, Tayside Contracts, all associate members of Scotland Excel and cross collaborating authorities.

II.1.5) Estimated total value

Value excluding VAT: £18,000,000

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

Catering Recyclables

Lot No

1

II.2.2) Additional CPV code(s)

- 39221130 - Food containers
- 39222120 - Disposable cups
- 39222110 - Disposable cutlery and plates
- 33772000 - Disposable paper products
- 39222200 - Food trays
- 32354800 - Cling film

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Various locations throughout the geographical boundaries of participating Councils and associate members within Scotland

II.2.4) Description of the procurement

This Contract notice is in relation to the renewal framework for Catering Sundries. The scope covered under this lot will include but not limited to disposable/recyclable containers, disposables/recyclable pots, disposable/recyclable lids, disposable/recyclable cups, sealing equipment (cling film), disposable/recyclable baking items, gloves, wipes and aprons

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

II.2.6) Estimated value

Value excluding VAT: £11,700,000

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

Duration in months

48

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) Description

II.2.1) Title

Catering Sundries

Lot No

2

II.2.2) Additional CPV code(s)

- 39221180 - Cooking utensils
- 39299000 - Glassware

- 39221110 - Crockery
- 39221200 - Tableware
- 39240000 - Cutlery
- 39241120 - Cooks' knives
- 39513200 - Table napkins
- 39220000 - Kitchen equipment, household and domestic items and catering supplies
- 39222000 - Catering supplies
- 39221100 - Kitchenware
- 39241000 - Knives and scissors
- 39241100 - Knives
- 39241110 - Table knives

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Various locations throughout the geographical boundaries of participating Councils and associate members within Scotland

II.2.4) Description of the procurement

This Contract notice is in relation to a renewal framework for Catering Sundries. The scope of materials covered under this lot will include but not be limited to baking equipment, oven gloves, aluminium cookware, stainless steel cookware, crockery, glassware, kitchen knives, basins/bowls, can openers, scissors and kitchen ware

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

II.2.6) Estimated value

Value excluding VAT: £6,300,000

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

Duration in months

48

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

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

In accordance with Regulation 59(12), as this proposed Framework Agreement is divided into Lots, these Economic and Financial Standing

selection criteria apply separately in relation to each individual lot.

Minimum level(s) of standards possibly required

INSURANCE REQUIREMENTS:

Tenderers must confirm that they already have, or can commit to obtain prior to the commencement of the framework contract the following types and minimum levels of insurance cover on terms compatible with the requirements of the conditions of contract:-

ALL LOTS

EMPLOYERS (COMPULSORY) LIABILITY = a minimum indemnity limit of 10 million GBP per occurrence.

PUBLIC/PRODUCTS LIABILITY = a minimum indemnity limit of 10 million GBP per occurrence, and in the aggregate in respect of

Products.

MOTOR VEHICLE INSURANCE = a minimum indemnity level of 5 million GBP in respect of third party property damage, without limit

to the number of claims; unlimited in respect of personal injury. For full details please see the Procurement Documents.

LIMITATIONS ON LIABILITY are detailed in the published terms and conditions of contract. FURTHER LIMITATIONS on LIABILITY ARE NOT ACCEPTED.

OTHER ECONOMIC AND FINANCIAL REQUIREMENTS:

A search of the tenderer against Equifax's Protect must not return a 'Warning' or 'Caution' returnable code or any neutral code, unless the

tenderer confirms that it can provide any other document which Scotland Excel considers appropriate to prove to Scotland Excel (acting

within its permitted discretion under the applicable public procurement rules) that the tenderer does/would not present an unmanageable

risk should it be appointed on to the proposed Framework Agreement.

Equifax's protect is a fraud indicator/credit risk search and analysis

of five areas of threat in relation to a particular company: credit history; disqualification; validation and investigation bureau; connected

data; and bureau information. For full details please see the Procurement Documents

III.1.3) Technical and professional ability

List and brief description of selection criteria

In accordance with Regulation 59(12), as this proposed Framework Agreement is divided into Lots, these Technical and Professional Ability selection criteria apply separately in relation to each individual lot.

-SPD (Scotland) Question 4C.10 – Subcontracting

-SPD (Scotland) Question 4D.1 - Quality Assurance Schemes and Health and Safety Procedures

-SPD (Scotland) Question 4D.2 - Environmental Management Standards

Minimum level(s) of standards possibly required

SUBCONTRACTING:

Tenderers will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contracts to be called-off

under the proposed framework agreement. If you intend to subcontract any share of the contract to third parties on whose capacity you do

not rely to satisfy the selection criteria, you must secure that each subcontractor completes

a separate SPD (Scotland) Response for all Parts

of the SPD (Scotland) Qualification Envelope, except Part 4 (Selection criteria).

QUALITY MANAGEMENT PROCEDURES

The tenderer must have the following: The tenderer MUST HOLD a UKAS (or equivalent) accredited independent third party certificate of

compliance in accordance with BSEN ISO 9001 (or equivalent).

OR

A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that

the tenderer has and continues to implement a quality management policy that is authorised by their Chief Executive, or equivalent, and is

periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and

set out responsibilities for quality management throughout the organisation.

ENVIRONMENTAL MANAGEMENT SYSTEMS OR STANDARDS

The tenderer must have the following: The tenderer MUST HOLD a UKAS (or equivalent) accredited independent third party certificate of

compliance with BSEN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate.

OR

A regularly reviewed documented policy regarding environmental management, authorised by the Chief Executive, or equivalent. This

policy must include and describe the tenderer's environmental emergency response procedures including the preparedness and response

procedures for potential accidents and emergency response situations that give rise to significant environmental impacts (for example

hazardous substances spill control).

HEALTH AND SAFETY PROCEDURES

The tenderer must have the following: The tenderer MUST HOLD a UKAS (or equivalent), accredited independent third party certificate

of compliance in accordance with ISO45001 (or equivalent) or have, within the last 12 months, successfully met the assessment

requirements of a scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

OR

A regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or

equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels

within the organisation. The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities

of health and safety management and compliance with legislation.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

For full details of the terms and conditions relevant to the proposed Framework and contracts to be called-off thereunder (to the extent known or settled at this stage), please see the Procurement Documents (details of how to access these being set out in section "1.3 (Communication" of this Contract Notice). Tenderers require to confirm their acceptance of the terms and conditions. TENDERS MADE SUBJECT TO CONDITIONS MAY NOT BE CONSIDERED AND MAY BE REFUSED ON THE GROUNDS OF SUCH CONDITIONS ALONE .

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 several operators

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-035312](#)

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

Date

19 August 2024

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

19 August 2024

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

Scotland Excel is a central purchasing body and is procuring this framework on behalf of the following contracting authorities (and successor bodies):

A) The 32 local authorities in Scotland as listed at <http://www.scotland-excel.org.uk/home/aboutus/ourmembers.aspx>

B) Scotland Excel associate members as listed at <http://www.scotland-excel.org.uk/home/Aboutus/Ourmembers/Associate-members.aspx>

C) any Integration Authority, or other body, established pursuant to the Public Bodies (Joint Working)(Scotland)Act 2014.

D) Any Scottish Registered Social Landlords listed on the public register of the Scottish Housing Regulator:
<http://directory.scottishhousingregulator.gov.uk/Documents/Landlord%20Register.pdf> as at the date of publication of this notice.

E) Tayside Contracts

F) Advanced Procurement for Universities and Colleges (APUC Ltd) and their member organisations across the higher and further education sector in Scotland and their associated and affiliated bodies.

G) Scottish Prison Service (SPS) and all establishments owned and managed by the Scottish Ministers through the Scottish Prison Service;

H) Scottish National Health Service Authorities and Trusts

The above is subject to each contracting authority entering into and maintaining a relevant membership agreement or other access agreement with Scotland Excel.

Retrospective rebates apply to this framework. For further details, please see the Special Conditions of Contract

Tenderers are advised that the envisaged maximum number of participants that might be appointed to the proposed framework agreement set out in section IV.1.3 of this contract notice is purely indicative. Scotland Excel reserves the right to appoint more or less bidders than the envisaged maximum number to the proposed Framework Agreement.

Tenderers are advised that whether electronic auction, electronic ordering, invoicing and payment will be used or accepted is at the discretion of each Scotland Excel Council, Associate Member or other Bodies Participating which will be settled by them during the procedure for the call-off of a contract under this proposed Framework Agreement.

IMPORTANT NOTE FOR TENDERERS: Particular requirements apply, including but not limited to, a Minimum Bid Requirement for all sub-lots. Further detailed information and instructions are contained within the tender documents.

Further information regarding the operation of the framework can be found within the tender documentation which is available in the relevant PCS-T project for this procurement exercise.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26352. For more information see:

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

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:

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:

In accordance with section 25(3) of the Procurement Reform (Scotland) Act 2014 note that, Scotland Excel intends to include community

benefit requirements. As part of your response within the Technical Envelope, bidders will be requested to commit to delivery of

community benefits in accordance with the methodology outlined in the tender documents

(SC Ref:759322)

VI.4) Procedures for review

VI.4.1) Review body

Court of Session

Edinburgh

EH1 1RQ

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 the Public Contracts (Scotland) Regulations 2015 (SSI 2015/446) (as amended) may bring proceedings in the Sheriff Court or the Court of Session.