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Tender

## **Provision of Staff Uniforms**

Scottish Courts and Tribunals Service

F02: Contract notice

Notice identifier: 2021/S 000-022959

Procurement identifier (OCID): ocds-h6vhtk-02e122

Published 15 September 2021, 4:15pm

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

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

Scottish Courts and Tribunals Service

Saughton House, Broomhouse Drive

Edinburgh

EH11 3XD

#### **Email**

[sarah.mcfarlane@gov.scot](mailto:sarah.mcfarlane@gov.scot)

#### **Telephone**

+44 1314443300

#### **Country**

United Kingdom

#### **NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00396](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00396)

**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/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

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

National or federal Agency/Office

**I.5) Main activity**

Public order and safety

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## **Section II: Object**

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

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

Provision of Staff Uniforms

Reference number

SCTS-2021-134

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

- 18222000 - Corporate clothing

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

Supplies

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

Provision of Staff Uniform for the SCTS.

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

This contract is divided into lots: No

### **II.2) Description**

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

NUTS codes

- UKM - Scotland

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

This contract is for the provision of staff uniform for the SCTS.

Due to an investment previously made in staff uniform, the SCTS have made the decision to retain the Clubbclass Everyone uniform range for a number of the core uniform clothing items.

#### **II.2.5) Award criteria**

Quality criterion - Name: Methodology / Weighting: 30%

Quality criterion - Name: Samples / Weighting: 20%

Quality criterion - Name: Contract Implementation and Exit Strategy / Weighting: 20%

Quality criterion - Name: Business Continuity and Disaster Recovery / Weighting: 10%

Quality criterion - Name: Ethics, Sustainability and Community Benefits / Weighting: 10%

Quality criterion - Name: Staffing and Capability / Weighting: 5%

Quality criterion - Name: Fair Work First / Weighting: 5%

Price - Weighting: 60

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend the contract by 2 x 1 year 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

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent). Alternatively the bidder must have a documented policy regarding quality management.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Bidders will be required to have a minimum “general” yearly turnover of 1,000,000 GBP for the last 3 years.

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer’s (Compulsory) Liability Insurance = 5,000,000 GBP

Public Liability Insurance = 1,000,000 GBP

Product Liability Insurance = 1,000,000 GBP

The SCTS will use Experian to check the financial stability / risks associated with a Tenderer, and require that they have at least a score of 51 out of 100 ‘Below Average Risk’. Failing that, the Authority will use reasonable measures to ensure that appointing the Tenderer does not provide an elevated risk in terms of their financial stability and will request such information as may be reasonable necessary to ascertain that.

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Bidders must confirm that they will provide samples, descriptions and/or photographs of the products to be supplied which do not require a certificate of authenticity:

The bidder must confirm that they will provide certificates of authenticity where required.

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## **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.2.1) Previous publication concerning this procedure**

Notice number: [2019/S 168-410349](#)

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

Date

15 October 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: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

15 October 2021

Local time

1:00pm

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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Approximately 6 months prior to contract expiry.

### 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 41284. 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:

The Scottish Courts and Tribunals Service is committed to contributing to the social, economic & environmental well-being of the people of Scotland. The Scottish Ministers have a range of national outcomes that underpin its core purpose: To focus on creating a more successful country, with opportunities for all of Scotland to flourish, through sustainable and inclusive economic growth.

Accordingly, there is a requirement to demonstrate commitment to these objectives in the form of a Community Benefits Proposal, which will be performed on a cost –neutral basis.

Proposals must compliment the main purpose of the Contract and be proportionate to the

contract value.

Community benefits are measures which address challenges faced by this community to improve the economic, social or environmental wellbeing in a way that enriches the affected community therefore contributing to Scotland's National Outcomes. For example:

- We grow up loved, safe and respected so that we realise our full potential
- We live in communities that are inclusive, empowered, resilient and safe
- We are well educated, skilled and able to contribute to society
- We respect, protect and fulfil human rights and live free from discrimination
- We tackle poverty by sharing opportunities, wealth and power more equally

Examples of Community Benefit categories could be:

- Targeted employment support, recruitment and work-related training for priority groups within the community (for example long-term unemployed and young people) as part of your proposed workforce for this project;
- Support for existing Charity and Third Sector Organisations that deliver benefits to the communities
- Use of SMEs or supported businesses as part of your supply chain
- Up-skilling the existing workforce;
- Equality and diversity initiatives;
- Educational support initiatives.

Note: This list is not exhaustive.

(SC Ref:667375)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom