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Tender

## **Invitation to Tender for the Supply and Delivery of Groceries and Provisions**

Orkney Islands Council  
NHS Orkney  
Orkney Islands Council

F02: Contract notice

Notice identifier: 2023/S 000-023108

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

Published 8 August 2023, 3:57pm

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

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

Orkney Islands Council

Council Offices, School Place

Kirkwall

KW15 1NY

#### **Contact**

Denise Link

#### **Email**

[Denise.link@orkney.gov.uk](mailto:Denise.link@orkney.gov.uk)

#### **Telephone**

+44 01856873535

**Fax**

+44 01856876158

**Country**

United Kingdom

**NUTS code**

UKM65 - Orkney Islands

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00369](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00369)

**I.1) Name and addresses**

NHS Orkney

The Balfour, New Foreland Road

Kirkwall

KW15 1NZ

**Email**

[ork-hb.feedback@nhs.net](mailto:ork-hb.feedback@nhs.net)

**Telephone**

+44 1856888226

**Country**

United Kingdom

**NUTS code**

UKM65 - Orkney Islands

**Internet address(es)**

Main address

<http://www.ohb.scot.nhs.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00368](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00368)

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**I.2) Information about joint procurement**

The contract involves joint procurement

**I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://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](http://www.publiccontractsscotland.gov.uk)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

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

Regional or local authority

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Invitation to Tender for the Supply and Delivery of Groceries and Provisions

Reference number

OIC/PROC/1751

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

- 39222000 - Catering supplies

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

Supplies

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

The Authority and NHS Orkney requires the supply and delivery of Groceries and Provisions to a number of authority establishments throughout Orkney and Balfour Hospital.

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

Value excluding VAT: £1,396,746

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

This contract is divided into lots: No

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

#### **II.2.2) Additional CPV code(s)**

- 39222000 - Catering supplies

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

NUTS codes

- UKM65 - Orkney Islands

Main site or place of performance

Orkney

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

The Authority requires the supply and delivery of Groceries and Provisions to a number of Authority establishments throughout Orkney for a period of 5 years (3 years initial term with 2 x 12 month extensions). This is a continuing requirement for a variety of establishments including schools, care homes, Papdale Halls of Residence and NHS Orkney's Balfour Hospital.

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

Quality criterion - Name: Delivery / Weighting: 37.5

Quality criterion - Name: Contract Management / Weighting: 15

Quality criterion - Name: Continuity of Supply / Weighting: 5

Quality criterion - Name: Employment / Weighting: 2.5

Price - Weighting: 40

#### **II.2.6) Estimated value**

Value excluding VAT: £1,396,746

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

Start date

9 October 2023

End date

8 October 2028

This contract is subject to renewal

Yes

Description of renewals

Initial term of 3 years with 2 x 12 month extensions

#### **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 relevant selection criteria will be included in the SPD Scotland module.

##### **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 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 module.

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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: [2018/S 179-404852](#)

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

Date

7 September 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: 3 (from the date stated for receipt of tender)

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

Date

7 September 2023

Local time

2:30pm



Place

PCS Postbox opening via Teams

Information about authorised persons and opening procedure

Three Officers with delegated authority

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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: July 2028

### **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**

Orkney Islands Council reserves the right to cancel the procurement at any stage and not award a Contract. The expenditure, work or effort undertaken by bidders prior to the award of any Contract is accordingly a matter solely for the commercial judgement of bidders.

Late tenders will not be considered by the Council and all questions are to be submitted via the Questions and Answers section of this contract advertisement on PCS.

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 in the Sheriff Court or Court of Session.

Tenderers should complete the SPD (Scotland) contained within the SPD Module attached to this notice.

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=740151](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=740151).

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](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:740151)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=740151](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=740151)

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

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

Sheriff Court

Watergate

Kirkwall

KW15 1PD

Telephone

+44 1856872110

Country

United Kingdom

Internet address

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

### **VI.4.2) Body responsible for mediation procedures**

Sheriff Court

Watergate

Kirkwall

KW15 1PD

Telephone

+44 1856872110

Country

United Kingdom

Internet address

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

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

Sheriff Court

Watergate

Kirkwall

KW15 1PD

Telephone

+44 1856872110

Country

United Kingdom

Internet address

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