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Tender

## **Molendinar park HA Common Area Cleaning 2021**

Molendinar Park Housing Association

F02: Contract notice

Notice identifier: 2021/S 000-024468

Procurement identifier (OCID): ocids-h6vhtk-02e702

Published 1 October 2021, 2:54pm

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

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

Molendinar Park Housing Association

3 Graham Square

Glasgow

G31 1AD

#### **Contact**

Lindsay Gibb

#### **Email**

[admin@molendinar.org.uk](mailto:admin@molendinar.org.uk)

#### **Telephone**

+44 1415645256

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

[www.molendinar.org.uk](http://www.molendinar.org.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA15182](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA15182)

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

The contract is awarded by a central purchasing body

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained 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)

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

Body governed by public law

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

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

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

Molendinar park HA Common Area Cleaning 2021

Reference number

6318

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

- 90911000 - Accommodation, building and window cleaning services

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

Services

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

The successful Candidate will be responsible for the external and internal cleaning of common areas in/ to the Employer's tenanted properties including: all stairs, landings, close windows, bin stores, front and rear entrances, pathways, office accommodation and sheltered housing common rooms. Provide all necessary cleaning supplies and safe temporary access; and all resultant communication/ quality control including monitoring forms [schedule 8], to occupied flats/ houses/ closes at Various Addresses, Glasgow G31, G40 & G45

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

This contract is divided into lots: No

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

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

- 90910000 - Cleaning services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow City, G31, G40 & G45

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

Complete and return [upload] tender documents electronically to the PCS postbox facility, which must comprise all of the following for the tender to be valid:

SPD; Contractor Design Statement [format by tenderer]; Pricing spreadsheet; and Form of Tender.

The tender evaluation will comprise the SPD, your quality score for your Contractor Design Statement [CDP]; and the Contract Sum stated on the Form of Tender.

The submitted SPD will assess the selection criteria as a pass or fail to identify contractors who pass by meeting the specified criteria. Only those contractors who achieve an SPD pass will have their tender quality and cost considered/ evaluated.

The criteria for scoring will be to reach a total percentage score as follows:

Price (tender)- deducting 1% from 100 for every percentage point each tender is in excess of the lowest tender, prior to weighting.

Quality- Contractor Design Statement [CDP] scoring will be maximum 100 marks, submissions ranked in relation to the other candidates based on the Employer's stated aspirations/ requirements and the information provided by the candidate(s). The Contractor Design Statement [CDP] scores will be converted to a percentage, prior to weighting

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

Quality criterion - Name: Tender CDP Quality / Weighting: 60

Price - Weighting: 40

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

Start date

10 January 2022

End date

31 March 2023

This contract is subject to renewal

Yes

Description of renewals

The initial contract period will be to 31st March 2023, with options to extend the contract solely at the Employer's discretion on an annual basis thereafter to 31st March 2027.

**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**

Refer to 'Instructions to Contractors and Project Criteria' in the Specification of Works

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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

[SPD clause in brackets]:

[2C.1] It is the Employer's preference that the contractor does not rely on the capacity of others

[2D.1] It is the Employer's preference that works are not sub-contracted;

[4B1.1] the Candidate must have an annual average turnover more than GBP150,000.00 over the past 3 years

[4B.3] Newly established organisations [3 years old or less] should provide financial and capability information

[4B.5.1b & 4B.5.2] The minimum Insurance requirements are GBP5m cover for Public liability; GBP10m cover for Employer's liability

[4B.6] the Candidate must have an annual net profit greater than zero in each of the past 3 years or a statement in mitigation and agreement to enquiries through credit reference

[4B.6] Candidates must agree to provide financial accounts on request and consent to additional financial background credit checks by the Employer

[4C.1] Contractors must include evidence of experience, directly or by in-house team(s), of completion of as many similar common close/ stair/ office cleaning contracts as practicable in the past 3 years, preferably for RSL's

[4C.1] The Employer must be deemed to be permitted to obtain references from any of the candidate's clients

[4C.2] suitably experienced and qualified local quality controller

[4C.6] corporate members of the British Institute of Cleaning Science [BICS]

[4C.6.1] your person(s) of influence must be NEBOSH or IOSH qualified;

[4C.9] Operation of a management database system

[4C.9] arrangements for access to & working at height

[4C.9] Evidence of your Equal Opportunities policy

[4D.1] be registered with a construction-related scheme with registered membership of Safety Schemes in Procurement (SSIP);

[4D.1 & 4D.2] be accredited for compliance in accordance with ISO 9001[Quality Management] &14001 [Environmental Management] or provide evidence that your organisation has equal and effective operational procedures in place.

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

Refer Specification of Works

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

Date

5 November 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

5 November 2021

Local time

12:30pm

Place

Glasgow remotely on line

Information about authorised persons and opening procedure

Staff and committee/ board members in accordance with HA tendering procedures

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## **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**

Refer to 'Instructions to Contractors & Project Criteria' in the Specification of Works

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=669005](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=669005).

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.

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:

Refer Specification of Works Schedule 7

(SC Ref:669005)

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

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

Glasgow Sheriff Court

1 Carlton Place

Glasgow

G5 9TW

Email

[glasgow@scotcourts.gov.uk](mailto:glasgow@scotcourts.gov.uk)

Telephone

+44 1414298888

Country

United Kingdom

Internet address

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