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Tender

## **Commercial Cleaning Services**

Melin Homes Limited

F02: Contract notice

Notice identifier: 2022/S 000-025453

Procurement identifier (OCID): ocds-h6vhtk-03678a

Published 12 September 2022, 8:55am

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

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

Melin Homes Limited

Ty'r Efail, Lower Mill Field

Pontypool

NP4 0XJ

#### **Contact**

Procurement team

#### **Email**

[procurement.team@melinhomes.co.uk](mailto:procurement.team@melinhomes.co.uk)

#### **Telephone**

+44 1495745910

#### **Country**

United Kingdom

**NUTS code**

UKL2 - East Wales

**Internet address(es)**

Main address

<http://www.melinhomes.co.uk/>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA24809](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA24809)

**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.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA24809](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA24809)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA24809](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA24809)

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

Other type

housing association

**I.5) Main activity**

Other activity

Commercial cleaning

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## **Section II: Object**

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

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

Commercial Cleaning Services

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

- 90910000 - Cleaning services

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

Services

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

Melin Homes is procuring a contract to conduct cleaning services to internal and external communal areas (staircases, corridors, walkways, lobbies, lifts, communal rooms) of blocks of flats, sheltered accommodation.

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

Value excluding VAT: £400,000

#### **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

- UKL2 - East Wales
- UKL - Wales

Main site or place of performance

Lot 1 – Torfaen

Lot 2 – Monmouthshire & South Powys

Lot 3 – Blaenau Gwent

Lot 4 – Newport

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

The procurement is split into three sections:

Section A – Qualification: This section contains economic, financial, and technical information that Applicants must demonstrate they are able to meet or satisfy to register a "Pass". IMPORTANT: Applicants who register a "Fail" in respect of any question in Section A will not be considered further and will be excluded from further participation in the procurement process.

Section B – Qualitative: This section contains several questions which will be scored in accordance with the Award Criteria / Scoring Matrix.

Section C – Costing Exercise: Applicants are required to complete this information, ensuring that their response relates directly to all Lot(s)

This ITT:

asks Applicants to submit their Tenders in accordance with the instructions set out in the remainder of this ITT.

sets out the overall timetable and process for the procurement to Applicants.

provides Applicants with sufficient information to enable them to submit a compliant Tender.

sets out the Award Criteria and Scoring Matrix that will be used to evaluate the tenders; and

explains the administrative arrangements for the receipt of Tenders.

Melin Homes intends to carry out an interview and selection process to the top 3 highest bidders, based upon the tenders returned and the information therein. Please make sure you are available Thursday 27th October 2022 to attend an appointment located at our Melin offices, Pontypool, South Wales.

Shortlisted tenderers will then be invited to an interview to a panel made up of members of staff and residents followed by question-and-answer session. The format and duration of the session will be notified to those successfully shortlisted.

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

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

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

Start date

1 April 2023

End date

31 March 2025

This contract is subject to renewal

Yes

Description of renewals

The Contract will run from 1 April 2023 until 31 March 2025 (the "Initial Term"). The Initial Term for the Contract may be extended by up to two (2) years subject to satisfactory performance by the Service Provider(s). Any extension of the Contract will be reviewed annually.

#### **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.1.2) 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

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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

14 October 2022

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

14 October 2022

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

## **VI.3) Additional information**

Applicants must bid for all LOTS within this procurement

### **Site visits**

There are no sites visits involved arranged within this procurement, However if any bidders would like to visits a site please contact the procurement team to arrange

[Procurement.team@melinhomes.co.uk](mailto:Procurement.team@melinhomes.co.uk)

### **Selection process - Interview**

Melin Homes intends to carry out an interview and selection process to the top 3 highest bidders, based upon the tenders returned and the information therein. Please make sure you are available Thursday 27th October 2022 to attend an appointment located at our Melin offices, Pontypool, South Wales.

Shortlisted tenderers will then be invited to an interview to a panel made up of members of staff and residents followed by question-and-answer session. The format and duration of the session will be notified to those successfully shortlisted.

### **Living Wage Accreditation**

In line with Melin Homes own values and commitment, the successful Tenderer must achieve Living Wage Foundation accreditation within six months of the commencement of the contract. More information can be found at <https://www.livingwage.org.uk>.

### **Transfer of Undertakings (Protection of Employment)**

At the time of inviting this tender, Melin Homes anticipates that TUPE will apply to this contract in respect of Melin Homes' and the current Service Providers' employees who are assigned to undertaking the Services. Melin Homes gives no undertaking regarding any information provided. Details of the staff involved are detailed in Appendix C.

To fully understand the obligation of TUPE, Melin Homes' recommends that Applicants seek legal advice. Bidders are required to undertake their own due diligence.

### **Community Benefits**

It is Melin Homes' responsibility to deliver and report on Welsh procurement, supply-chain opportunities, resource and waste, targeted recruitment, and training (TR&T) and community donations, to enable us to monitor our economic and environmental impact in Wales. Therefore, Tenderers must provide information on how they will support



NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=124630](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=124630).

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.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/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.

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

#### Community Benefits

It is Melin Homes' responsibility to deliver and report on Welsh procurement, supply-chain opportunities, resource and waste, targeted recruitment, and training (TR&T) and community donations, to enable us to monitor our economic and environmental impact in Wales. Therefore, Tenderers must provide information on how they will support this

(WA Ref:124630)

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

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

High court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom

