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Tender

GCC006130CPU - Inspection, Maintenance and Repair of Stage Lighting in Primary and Secondary Schools

Glasgow City Council

F02: Contract notice

Notice identifier: 2024/S 000-026972

Procurement identifier (OCID): ocds-h6vhtk-04934c

Published 23 August 2024, 9:47am

Section I: Contracting authority

I.1) Name and addresses

Glasgow City Council

40 John St, City Chambers

Glasgow

G5 9DA

Contact

Kara Gillen

Email

kara.gillen@glasgow.gov.uk

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

www.glasgow.gov.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196

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

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

www.publictendersscotland.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

GCC006130CPU - Inspection, Maintenance and Repair of Stage Lighting in Primary and Secondary Schools

II.1.2) Main CPV code

- 50300000 - Repair, maintenance and associated services related to personal computers, office equipment, telecommunications and audio-visual equipment

II.1.3) Type of contract

Services

II.1.4) Short description

Glasgow City Council is looking to appoint a Service Provider to manage and conduct the inspection, testing, planned maintenance and reactive repairs (including emergency call out repairs) of stage lighting within the council's primary and secondary schools.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 32321200 - Audio-visual equipment
- 50340000 - Repair and maintenance services of audio-visual and optical equipment

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

II.2.4) Description of the procurement

Glasgow City Council is looking to appoint a Service Provider to manage and conduct the inspection, testing, planned maintenance and reactive repairs (including emergency call out repairs) of stage lighting within the council's primary and secondary schools.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

II.2.6) Estimated value

Value excluding VAT: £200,000

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Bidders must be registered members of either NICEIC or SELECT

III.1.2) Economic and financial standing

List and brief description of selection criteria

As stated in the ITT document and the contract notice, Bidders must comply with the undernoted financial requirements in order to participate in the tendering process:-

There is a minimum financial requirement that affects trading performance and balance sheet strength. Financial requirements for trading performance and balance sheet strength should be calculated on latest filed accounts with Companies House.

Trading Performance

An overall positive outcome on pre tax profits over a 3 year period. Exceptional items can be excluded from the calculation. The above would be expressed in the ratio Pre-Tax Profit/Turnover.

Balance Sheet strength

Net worth of the organisation must be positive at the time of evaluation and organisation must not be subject to an insolvency process. Intangibles can be included for purposes of the Total Assets figure. The above would be expressed in the ratio Total Assets/Total Liabilities

Companies that are only required to file abbreviated accounts, must submit full sets of accounts for the last two individual years filed, in order for the three year profitability requirement to be verified.

An applicant should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Applicants who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

The Council reserves the right at its own discretion to seek such other information from the Applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the Applicant's economic and financial standing.

Minimum level(s) of standards possibly required

As stated in the ITT document and the contract notice, Glasgow City Council's insurance requirements for this tender are as follows:

Employer's Liability

The organisation/consultant shall take out and maintain throughout the period of their services Employer's Liability insurance to the value of at least TEN MILLION (10,000,000 GBP) POUNDS STERLING in respect of any one claim and unlimited in the period.

Public Liability

The organisation/consultant shall take out and maintain throughout the period of their services Public Liability insurance to the value of at least FIVE MILLION (5,000,000 GBP) POUNDS STERLING in respect of any one claim and unlimited in the period.

Products Insurance

The organisation/consultant shall take out and maintain throughout the period of their services Products Liability insurance to the value of at least FIVE MILLION (5,000,000 GBP) POUNDS STERLING in respect of any one claim and in the aggregate.

Professional Indemnity

The organisation/consultant shall take out and maintain throughout the period of their services and for a further 6 years on completion of their service, Professional Indemnity insurance to the value of a minimum ONE MILLION (1,000,000 GBP) POUNDS STERLING in respect of any one claim and in the aggregate.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders to provide 2 relevant examples of services carried out during the last three years as specified in the Contract Notice:

(Examples from both public and/or private sector customers and clients may be provided)

Two examples must demonstrate the experience and skills of your company on projects of a similar scale and nature. Each example must include the following information but not be limited to:

An overview of the contract including :

- Full scope of the contract and the service supplied
- Customer name
- Duration of contract
- Contract value

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

1. All planned maintenance inspections to be carried out on the dates agreed upon contract mobilisation.
2. All non-operational equipment must be repaired within 48 hours.
3. All reports provided in the agreed format to relevant persons within the timelines set out within this tender.
4. All invoices to be submitted accurately

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

23 September 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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

23 September 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

Re ESPD Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2 bidders must hold the certificates for Quality Control, Health and Safety and Environmental Management Standards or comply with all the questions noted in SPD Section 4D. Please refer to the 'SPD Statements' within the Invitation to Tender document.

Health & Safety – applicants must complete and return the H&S questionnaire found in the Buyers Attachments area of the tender portal.

Freedom of Information Act - Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information they wish the council to consider withholding is specifically indicated on the FOI Certificate contained in the Qualification Envelope within the PCS Tender portal (NB the council does not bind itself to withhold this information). Applicants will be required to complete the FOI certificate at ITT stage.

Tenderers Amendments - Applicants must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer. Applicants will be required to complete the tenderers amendment certificate contained in the Qualification Envelope within the PCS tender portal (at ITT stage).

Prompt Payment - The successful tenderer shall, as a condition of being awarded the tender, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt. The successful tenderer shall also impose this condition on its subcontractors in respect of payments due to any sub-sub-contractors, if any.

Applicants will be required to complete the prompt payment certificate contained in the Qualification Envelope area within PCS Tender portal.

Non – Collusion - Applicants will be required to complete the Non-Collusion certificate contained in the Qualification Envelope area within the tender portal.

Insurance Mandate - All successful suppliers will be required to sign an Insurance Mandate, which will be issued in conjunction with the award letter authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period.

Terms and Conditions are located within the Buyers Attachments area of the tender portal.

Request for Documentation: Once the Evaluation of Price and Quality has been completed, the recommended Bidder will be expected to provide all documentation as specified in the SPD. When the Request for Documentation is made, Bidders must supply the relevant information within 5 working days. Failure to provide this information within the specified time may result in your bid being rejected and the Council proceeding with the procurement exercise to the next appropriate bidder.

Additional information pertaining to this contract notice is contained within the Invitation To Participate/Tender documents. Applicants must ensure they read in line with this contract notice.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26970. For more information see:

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

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 Benefit Points (CBP) Required for this project = 15

The outcomes may be chosen from any of the Themes available on the community benefits menu.

(SC Ref:774591)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court & Justice of the Peace Court

PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Email

glasgow@scotcourts.gov.uk

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Glasgow City Council (“the Council”) must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland) Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of; or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own independent legal advice when they consider appropriate to do so.