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Tender

## **Ductwork & Fire Dampers Inspection & Maintenance**

Lothian NHS Board

F02: Contract notice

Notice identifier: 2023/S 000-027042

Procurement identifier (OCID): ocds-h6vhtk-03fc49

Published 13 September 2023, 10:28am

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

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

Lothian NHS Board

2-4 Waverley Gate

Edinburgh

EH1 3EG

#### **Contact**

Adrian Teather

#### **Email**

[adrian.teather@nhslothian.scot.nhs.uk](mailto:adrian.teather@nhslothian.scot.nhs.uk)

#### **Telephone**

+44 7989761669

**Country**

United Kingdom

**NUTS code**

UKM7 - Eastern Scotland

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00326](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00326)

**I.3) Communication**

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

Body governed by public law

**I.5) Main activity**

Health

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## **Section II: Object**

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

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

Ductwork & Fire Dampers Inspection & Maintenance

Reference number

LOTL346-23

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

- 50700000 - Repair and maintenance services of building installations

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

Services

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

NHS Lothian require to appoint a suitably qualified and experienced contractor to undertake all inspections to ensure the satisfactory operation of the ductwork and fire dampers for all system types within all locations throughout NHS Lothian.

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

Value excluding VAT: £725,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Ductwork Annual Inspection & Maintenance

Lot No

1

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

- 50712000 - Repair and maintenance services of mechanical building installations

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

NUTS codes

- UKM73 - East Lothian and Midlothian
- UKM75 - Edinburgh, City of
- UKM78 - West Lothian

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

NHS Lothian require to appoint a suitably qualified and experienced contractor to undertake annual inspections to ensure the satisfactory operation of ductwork plus any maintenance within all locations throughout NHS Lothian.

The Contractor shall ensure full compliance with all current and relevant legislation and guidance including, without limitation, all relevant SHTM/HTM/British Standards, Codes of Practice as required in Scotland, and that Services are performed by Skilled Persons.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

### **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

The contract includes the option to extend by 2 periods of 12 months.

### **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) Description**

### **II.2.1) Title**

Fire Damper Annual Inspection & Maintenance

Lot No

2

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

- 50712000 - Repair and maintenance services of mechanical building installations

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

NUTS codes

- UKM73 - East Lothian and Midlothian
- UKM75 - Edinburgh, City of
- UKM78 - West Lothian

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

NHS Lothian require to appoint a suitably qualified and experienced contractor to undertake annual inspections to ensure the satisfactory operation of fire dampers within all locations throughout NHS Lothian.

The Contractor shall ensure full compliance with all current and relevant legislation and guidance including, without limitation, all relevant SHTM/HTM/British Standards, Codes of Practice as required in Scotland, and that Services are performed by Skilled Persons.

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

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Price - Weighting: 40

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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

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

List and brief description of selection criteria

[4B1b] Bidders are required to provide their average yearly turnover for the last 3 years.

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

[4B5b] - Employer's (Compulsory) Liability Insurance of 5 million GBP

[4B5c] - Public Liability Insurance of 10 million GBP

Professional indemnity insurance 5 million GBP

[4B6] Where the Bidder is providing a submission on behalf of a subsidiary company, upon request, the Bidder must obtain a Parent Company Guarantee prior to commencement of any subsequently awarded contract.

Minimum level(s) of standards possibly required

[4B1b] Bidders will be required to have an average yearly turnover of a minimum of 290,000 GBP for the last 3 years.

Bidders should be able to provide financial accounts when requested. Should these not be available, or should this show financial instability of the organisation, this may result in a fail.

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

List and brief description of selection criteria

[4C1.1/4C1.2] Bidders must provide two examples for each Lot of services carried out during the past three years that demonstrate experience to deliver the services described in part II.2.4 of the Contract Notice and the ITT, and in particular:

- a similarly complex estate; &

- with a similar volume of assets, and value of contract.

Examples must demonstrate experience in non-reactive maintenance.

Bidders' examples should include the following details:

- Detailed description and location of the service.
- Value of the contract/service
- Contract period
- Complexity of estate managed
- Details of multi/complex stakeholder engagement
- Contact details of a reference (this may be used for information purposes only)

This is a pass/fail question, if relevant previous experience and correct level of service is not demonstrated this will result in your tender being rejected.

[4C6] Bidders must demonstrate that they have the relevant qualifications, continued professional development and competence within their team, to deliver contracts similar in size and complexity to this contract. Your response should include information the number of Engineers and Account Managers are developed and supported in their role.

This is a pass/fail question, if demonstrable and clear evidence is not provided your tender will be rejected.

[4C10] Bidders are required to confirm whether they intend to subcontract and, if so, for what proportion of the contract. If the bidder has decided to subcontract a part of the contract and relies on the subcontractor's capacities and capabilities to perform that part then a separate SPD (Scotland) for such subcontractors must be completed.

[4D1]

1. Quality Management. The Bidder must have the following:

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent).

2. Health and Safety Procedures. The Bidder must have the following:

A regularly reviewed and documented policy for Health and Safety (H&S) management,



endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale relevant to the nature and scale of your operations and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant operations and set out your company's responsibilities of H&S management and compliance with legislation.

NOTE: Organisations with fewer than five employees are not required by law to have a documented policy statement.

[4D2] Environmental Management Systems. The Bidder must have the following:

Documented arrangements for ensuring that the bidder's environmental management procedures are effective in reducing / preventing significant impacts on the environment. This should evidence that the bidder's organisation's environmental policy implementation plan provides information as to how the organisation aims to discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to the workforce in relation to environmental matters including: sustainable materials procurement; waste management; energy management. This should include the arrangements for responding to, monitoring and recording environmental incidents and emergencies and complaints.

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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

13 October 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

13 October 2023

Local time

12:00pm

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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: 2025/26

### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public

Contracts (Scotland) Regulations 2015.

Objective criteria for ensuring the selection of suitably qualified candidates:

This procedure will be conducted via the Public Contracts Scotland-Tender (PCS-T) Portal. All queries must be made via the PCS-T messaging system. For further instructions, please refer to the SPD Guidance document attached to this project in PCS-T.

We will apply a single stage process:

Pre-Qualification via the SPD. The SPD asks bidders general questions; when completing, bidders must have regard for the statements in this Notice that detail specific requirements. Bidders must:

a) Pass the Minimum Standards in SPD Sections 4A, 4B, and 4D in the PCS-T Qualification envelope. Statements for these questions can be found in Sections III.1.1, III.1.2, and III.1.3 of this Notice.

TUPE will not apply.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23981. 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:

Voluntary Community Benefits as described within the procurement documents.

(SC Ref:708959)

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23981. For more information see:

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

(SC Ref:729211)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

Edinburgh

Country

United Kingdom