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Tender

## **EMSP Facilities Management**

Highlands and Islands Enterprise

F02: Contract notice

Notice identifier: 2024/S 000-028048

Procurement identifier (OCID): ocds-h6vhtk-04977f

Published 3 September 2024, 9:43am

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

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

Highlands and Islands Enterprise

An Lòchran, 10 Inverness Campus

Inverness

IV2 5NA

#### **Contact**

hieprocurement

#### **Email**

[hieprocurement@hient.co.uk](mailto:hieprocurement@hient.co.uk)

#### **Telephone**

+44 1463245245

#### **Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00313](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00313)

**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.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**

Regional or local Agency/Office

**I.5) Main activity**

Economic and financial affairs

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## **Section II: Object**

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

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

EMSP Facilities Management

Reference number

FTS 34

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

- 79993000 - Building and facilities management services

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

Services

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

Highlands and Islands Enterprise (HIE) require a supplier to provide Facilities Management services at the European Marine Science Park (EMSP), Dunstaffnage, Argyll (initially at Malin House, then at Camas House as well from October 2025).

The services will be required from 13 January 2025, for an initial period of 3 years, unless terminated in accordance with the provisions of the Contract, with HIE having the option to extend for a period or periods together not exceeding 1 year following the Initial Term.

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

Value excluding VAT: £810,000

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

This contract is divided into lots: No

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

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

- 79993100 - Facilities management services
- 45259000 - Repair and maintenance of plant

- 45259300 - Heating-plant repair and maintenance work
- 50324200 - Preventive maintenance services
- 50500000 - Repair and maintenance services for pumps, valves, taps and metal containers and machinery
- 50530000 - Repair and maintenance services of machinery
- 50531100 - Repair and maintenance services of boilers
- 50532400 - Repair and maintenance services of electrical distribution equipment
- 50532000 - Repair and maintenance services of electrical machinery, apparatus and associated equipment
- 50710000 - Repair and maintenance services of electrical and mechanical building installations
- 50711000 - Repair and maintenance services of electrical building installations
- 50712000 - Repair and maintenance services of mechanical building installations
- 90910000 - Cleaning services
- 90911000 - Accommodation, building and window cleaning services
- 90911200 - Building-cleaning services
- 71421000 - Landscape gardening services
- 79993000 - Building and facilities management services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

European Marine Science Park (Malin and Camas House), Dunstaffnage

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

HIE requires a suitably qualified and experienced supplier to provide facilities management services at EMSP (Malin and Camas House), whilst offering best value in the expenditure of public funds.

The requirements cover soft and hard FM services as well as tenant liaison. Please see

Appendix 1-4 for full details.

The total estimated contract value for the maximum contract period is GBP 810,000. This includes the optional extension period; the addition of Camas House in October 2025 and various allowances. Please refer to the Scope of Requirements and Tender Guidance document for further information.

The estimated maximum budget Year 1 budget to deliver the services at Malin House only is GBP 70,000. This is a nominal figure - some of the services are envisaged to be required at Camas House too earlier than the end of Year 1 .

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

Quality criterion - Name: Cyber Security / Weighting: pass/fail

Quality criterion - Name: Prompt Payment Standard Clause / Weighting: pass/fail

Quality criterion - Name: Delivery Methodology / Weighting: 15%

Quality criterion - Name: Management Methodology / Weighting: 10%

Quality criterion - Name: Management and Delivery Team / Weighting: 15%

Quality criterion - Name: Fair Work First / Weighting: 5%

Quality criterion - Name: Payment of the Real Living Wage / Weighting: pass/fail

Quality criterion - Name: Environmental Sustainability and Net Zero / Weighting: 10%

Quality criterion - Name: Monitoring and Reporting of Community Benefits / Weighting: 5%

Price - Weighting: 40%

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

Value excluding VAT: £810,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Contract will be awarded for an initial period of 3 year with HIE having the option to extend for a period or periods together not exceeding 12 months following the Initial Term.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

Due to character limits, please refer to the 'contract variation' section in the Scope of Requirements and Tender Guidance Notes document.

#### **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**

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.

## 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

4A2 The supplier or if services are sub-contracted, then the waste management AND the landscaping services providers will be required to have in place the relevant Waste management licences under the Environmental Protection Act 1990 and Waste Management (Scotland) Regulations 2011. <https://www2.sepa.scot/wastecarriers>.

4A2 Bidders must have an up-to-date Basic Disclosure Scotland Certificate for the core delivery team personnel used to deliver this contract (including core engineer team, cleaning operatives and pest control technicians) or commit to obtain the required certificates prior to contract start (e.g. when the cleaning operative has not been appointed yet).

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

List and brief description of selection criteria

The bidder confirms they already have or can commit to obtain prior to the commencement of the Contract, the levels of insurance cover indicated for the following:

4B5a Professional Risk Indemnity – minimum GBP 1m in aggregate

4B5b Employers (compulsory) Liability – minimum GBP 5m for each and every claim. See <http://www.hse.gov.uk/pubns/hse40.pdf> for more information

4B5c Public Liability – minimum GBP 5m for each and every claim

4B6 HMRC IR35 (not scored)

HIE as a public body must comply with HMRC IR35 provisions. If bidding as a personal service company (PSC) or will be using one to provide services under the contract identify these PSC (s) in your response to 4B6. Further guidance and a link to the HMRC “check employment details for tax” tool can be located here: <https://www.gov.uk/guidance/check-employment-status-for-tax>

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

List and brief description of selection criteria

4C4 If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. Please refer to SPD for full requirements. If bidders do not pay at least 95% of valid invoices on time and are unable to provide a proportionate and timely improvement plan, their organisation will not be selected to participate further in this procurement.

4C10 Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract. (for info)

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

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

Please refer to KPIs in Appendix 1.

### **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

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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

15 October 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: 3 (from the date stated for receipt of tender)

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

Date

15 October 2024

Local time

12:00pm

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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**

To support the process, an accompanied Site Visit will be available on 18 September 2024. If bidders would like to attend any of these site visits they must confirm by email ([hieprocurement@hient.co.uk](mailto:hieprocurement@hient.co.uk)) by 17:00hrs on Monday 16 September, including the names of those attending (maximum 2 individuals per organisation). Attendance is not required in order to participate in the tender process. Following the site visit, any questions and answers raised will be made available to all bidders via PCS.

It is estimated that the total value of the services over the maximum duration of 4 years will be GBP 810,000 (excluding VAT). This is the figure which has been used in II.1.5 & II.2.6. Refer to section II. for further info on budget.

Where bidders are participating with others (SPD 2A.17) and/or relying on the capacity of other entities in order to meet selection criteria they are required to provide information relating to these entities with the relevant supporting SPD documentation being submitted.

SPD 2A.3 (not scored) Where relevant, bidders are required to insert details of their Companies House (or equivalent) registration number.

SPD 3D.12 Bidders should refer to the "Conflict of Interest" Section within the Scope of Requirements when completing this question.

The Award criteria (Questions 4-9) will be marked according to the following criteria - refer to the tender documents for the evaluation criteria for Q1-3:

0 - Unacceptable - Nil or inadequate response which fails to demonstrate an ability to meet the requirement.

1 - Poor - Response is partially relevant but generally poor. It addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 - Acceptable - Response is relevant and acceptable. It addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 - Good - Response is relevant and good. It is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 - Excellent - Response is completely relevant and excellent overall. It is comprehensive, unambiguous and demonstrate a thorough understanding of the requirement and provides details of how the requirement will be met in full.

Tenders must be submitted via the PCS postbox and must be received by the published deadline. Late tenders will not be accepted and HIE will reject any submissions received after the deadline. Email or hard copy responses will not be accepted.

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=776069](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=776069).

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:

Community Benefits will be evaluated as part of the tender process and bidders are expected to provide a Community Benefit proposal as part of their tender detailing how, if awarded the contract, these will be addressed. Please refer to the Scope of Requirements for further details.

(SC Ref:776069)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=776069](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=776069)

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

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

Inverness Sheriff Court and Justice of the Peace Court

The Inverness Justice Centre, Longman Road

Inverness

IV1 1 AH

Email

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

Telephone

+44 1463230782

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/inverness-sheriff-court-and-justice-of-the-peace-court>