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Tender

## **SPPA Facilities Management**

Scottish Public Pensions Agency

F02: Contract notice

Notice identifier: 2023/S 000-028457

Procurement identifier (OCID): ocds-h6vhtk-040413

Published 27 September 2023, 9:45am

The closing date and time has been changed to:

**21 November 2023, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

Scottish Public Pensions Agency

7 Tweedside Park, Tweedbank

Galashiels

TD1 3TE

#### **Email**

[michelle.lee@gov.scot](mailto:michelle.lee@gov.scot)

#### **Telephone**

+44 1896893000

**Country**

United Kingdom

**NUTS code**

UKM91 - Scottish Borders

**Internet address(es)**

Main address

<http://www.sppa.gov.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00385](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00385)

**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**

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

SPPA Facilities Management

Reference number

SPPA2027-08/2023/008

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

- 79993000 - Building and facilities management services

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

Services

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

SPPA are looking to appoint a single provider for facilities management at their office in Tweedbank. The contract will for an initial period of 4 year with an option of a further one plus one years extension.

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

Value excluding VAT: £600,000

#### **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
- 45310000 - Electrical installation work
- 45259300 - Heating-plant repair and maintenance work
- 50700000 - Repair and maintenance services of building installations

- 50711000 - Repair and maintenance services of electrical building installations
- 50712000 - Repair and maintenance services of mechanical building installations
- 90910000 - Cleaning services
- 90911200 - Building-cleaning services
- 90911300 - Window-cleaning services

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

NUTS codes

- UKM91 - Scottish Borders

Main site or place of performance

SPPA, 7 Tweedside Park, Tweedbank, TD1 3TE

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

The provision of Facilities Management for SPPA. The procurement will be a Single stage, open procurement

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £600,000

### **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

Two x One year extensions.

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

List and brief description of conditions

As per SPD

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

List and brief description of selection criteria

##### **SPD Question 4B.1.2**

The financial information is reviewed to ascertain if the potential tenderer's financial standing is sufficient to allow it to be able to deliver

the contract requirements. Due to the value and assessed risk with this procurement, tenderers' will be required to demonstrate a minimum

average turnover of 300,000.00 GBP per annum over the last two years for which accounts/financial statements are required.

If the minimum average turnover is not available due to the service providers' status or length of time trading, suppliers should submit a banker's

reference or alternative information to demonstrate their financial capability.

If financial information is not provided, SPPA reserves the right to request alternative information that may assist us in managing any

residual risk or to remove the tenderer from the tender process.

##### **SPD Question 4B.3**

Where turnover information is not available for the time period requested, the bidder is required to state the date which they were set up or

started trading.

##### **SPD Question 4B.4**

Tenderers will be required to state the value for the liquidity ratio. The liquidity ratio should be equal to or no greater than 0.8.

#### SPD 4B.5.1

It is a requirement of this contract that tenderers hold, or can commit to obtain prior to the commencement of any subsequently awarded

contract, the types and levels of insurance indicated below:

Employers' (Compulsory) Liability Insurance in accordance with any legal obligation for the time being in force = 5,000,000 GBP

Public Liability Insurance = 2,000,000 GBP for any one incident and unlimited in total

Professional Indemnity Insurance = 2,000,000 GBP for any one incident and unlimited in total.

Please add details of any other relevant insurance policies you may have, along with the level of cover held.

Minimum level(s) of standards possibly required

Minimum average turnover 300,000.00 GBP per annum.

Liquidity ratio equal to or no greater than 0.8.

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

List and brief description of selection criteria

SPD Question 4C.1.2 - Tenderers will be required to provide examples that demonstrate that they have the relevant experience to deliver the services as described in the specification.

Tenderers are required to provide 3 recent case studies detailing their experience over the last 3 years of providing facilities management services and relevant add-ons.

Case studies should (where possible) also include client name/telephone/ e-mail address information, dates and contract values. SPPA will have discretion to choose from the list, and thereafter obtain at least two references from the tenderers' client base.

Tenderers must demonstrate they have relevant experience of delivering a facilities management services similar to our requirements.

#### SPD Question 4.C4

If tenderers intend to use a supply chain to deliver the requirements detailed in II.2.4 in the Find a Tender Service, Contract Notice or relevant section of the Site 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. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of:

- a) their standard payment terms
- b) ?95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year

If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

Minimum level(s) of standards possibly required

Q4C.1.2 minimum of 3 relevant case studies.

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

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

As per tender documents

#### **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**

Originally published as:

Date

14 November 2023

Local time

12:00pm

Changed to:

Date

21 November 2023

Local time

12:00pm

See the [change notice](#).

#### **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: 6 (from the date stated for receipt of tender)

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

Date

14 November 2023

Local time

12:00pm

Place

Virtual

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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: 4 years after contract award

#### **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**

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=739369](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=739369).

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.

A sub-contract clause has been included in this contract. For more information see:  
<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

(SC Ref:739369)

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

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

Selkirk Sheriff Court

Selkirk

TD7 4LE

Telephone

+44 750721269

Country

United Kingdom