

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/028769-2023>

Tender

## **981\_23 Secure Shredding and Disposal of Confidential Waste**

ESPO

F02: Contract notice

Notice identifier: 2023/S 000-028769

Procurement identifier (OCID): ocds-h6vhtk-040696

Published 29 September 2023, 12:12pm

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

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

ESPO

Barnsdale Way, Grove Park, Enderby

LEICESTER

LE19 1ES

#### **Contact**

Place & Environment Procurement Team

#### **Email**

[tenders@espo.org](mailto:tenders@espo.org)

#### **Country**

United Kingdom

#### **Region code**

UKF22 - Leicestershire CC and Rutland

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.espo.org/>

**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.eastmidstenders.org/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.eastmidstenders.org/>

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

Regional or local authority

**I.5) Main activity**

Other activity

Local Authority Services

---

## **Section II: Object**

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

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

981\_23 Secure Shredding and Disposal of Confidential Waste

Reference number

981\_23

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

- 90510000 - Refuse disposal and treatment

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

Services

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

The provision of on and off site secure shredding and confidential waste disposal service. The service will provide customers with the collection, shredding and secure disposal of approved confidential paper materials, such as paper documents, folders, files, diaries etc, and the collection and disposal of other materials such as computer hard drives, magnetic media, x-ray film and uniforms etc..

The destruction of high security items is included in the scope of requirements and this service must be delivered in line with latest NPSA standards.

To tender:

(a) Go to <https://www.eastmidstenders.org/>; (b) Register (if not already registered on ProContract); (c) Search for tender opportunity '981\_23' (via "View Opportunities" from the 'EastMidsTenders' Portal); (d) Express an interest; (e) Download the tender documents (from the ProContract Activity summary screen, once an Expression of interest has been completed).

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

Value excluding VAT: £8,000,000

#### **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**

Lot 1 - On-Site Shredding (based on weight -price per kilo)

Lot No

1

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

- 90500000 - Refuse and waste related services
- 92512100 - Archive destruction services

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

NUTS codes

- UK - United Kingdom

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

The provision of ad-hoc on-site shredding services.

### **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: £1,140,000

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

Start date

1 December 2023

End date

30 November 2025

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: Yes

Description of options

The framework agreement has the option to extend for up to a further 24 months. The total estimated value stated in Section II.1.5 includes the option period.

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

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

Lot 2 - On-Site Scheduled Collections (based on frequency of collections)

Lot No

2

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

- 90500000 - Refuse and waste related services
- 92512100 - Archive destruction services

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

NUTS codes

- UK - United Kingdom

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

The provision of regular, scheduled on-site shredding services.

#### **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: £1,140,000

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

Start date

1 December 2023

End date

30 November 2025

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: Yes

Description of options

The framework agreement has the option to extend for up to a further 24 months. The total estimated value stated in Section II.1.5 includes the option period.

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

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

Lot 3 - Off-Site Shredding (based on weight -price per kilo)

Lot No

3

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

- 90500000 - Refuse and waste related services
- 92512100 - Archive destruction services

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

NUTS codes

- UK - United Kingdom

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

The provision of ad-hoc off-site shredding services.

### **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: £1,140,000

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

Start date

1 December 2023

End date

30 November 2025

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: Yes

Description of options

The framework agreement has the option to extend for up to a further 24 months. The total estimated value stated in Section II.1.5 includes the option period.

## **II.2) Description**

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

Lot 4 - Off-Site Scheduled Collections (based on frequency of collections)

Lot No

4

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

- 90500000 - Refuse and waste related services
- 92512100 - Archive destruction services

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

NUTS codes

- UK - United Kingdom

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

The provision of regular, scheduled off-site shredding services.

### **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: £1,140,000

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

Start date

1 December 2023

End date



30 November 2025

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: Yes

Description of options

The framework agreement has the option to extend for up to a further 24 months. The total estimated value stated in Section II.1.5 includes the option period.

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

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

Lot 5 - On-Site and Off-Site High Security Shredding to NPSA Standards

Lot No

5

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

- 90500000 - Refuse and waste related services
- 92512100 - Archive destruction services

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

NUTS codes

- UK - United Kingdom

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

The provision of high security shredding services to NPSA standards.

#### **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: £1,140,000

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

Start date

1 December 2023

End date

30 November 2025

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: Yes

Description of options

The framework agreement has the option to extend for up to a further 24 months. The total estimated value stated in Section II.1.5 includes the option period.

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

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

Lot 6 - On-site Additional Shredding Services (uniform, magnetic media, hard drives and x-ray film destruction)

Lot No

6

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

- 90500000 - Refuse and waste related services
- 92512100 - Archive destruction services

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

NUTS codes

- UK - United Kingdom

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

The provision of on-site uniform and magnetic media destruction.

### **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: £1,140,000

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

Start date

1 December 2023

End date

30 November 2025

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: Yes

## Description of options

The framework agreement has the option to extend for up to a further 24 months. The total estimated value stated in Section II.1.5 includes the option period.

**II.2) Description****II.2.1) Title**

Lot 7 - Off-site Additional Services - (uniform, magnetic media, hard drives, x-ray film destruction and reconditioning / recycling & resale of hardware)

Lot No

7

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

- 90500000 - Refuse and waste related services
- 92512100 - Archive destruction services

**II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

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

The provision of off-site uniform and magnetic media destruction and re-condition and re-sale of hardware.

**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: £1,140,000

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

Start date

1 December 2023

End date

30 November 2025

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: Yes

Description of options

The framework agreement has the option to extend for up to a further 24 months. The total estimated value stated in Section II.1.5 includes the option period.

---

## **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

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

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

The minimum financial requirement for the purposes of the current tender exercise is stated in the procurement documents.

This framework will operate on-going contract monitoring procedures following award, to ensure financial stability requirements are maintained.

Credit rating checks will be carried out on a regular basis, using a credit rating agency.

Any changes will be assessed (compared with a baseline credit rating score obtained at contract award stage) and significant changes or sustained degradation will be investigated.

---

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

#### **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

1 November 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

1 November 2023

Local time

12:01pm

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

As a Central Purchasing Body as defined in the Public Contracts Regulations 2015, the Framework Agreement is open for use by Public Bodies (defined at <https://www.espo.org/amfile/file/download/file/9608/>) that also fall into one of the following classifications of user throughout all administrative regions of the UK: Local Authorities; Educational Establishments (including Academies); Central Government Departments and Agencies; Police, Fire & Rescue and Coastguard Emergency Services; NHS and HSC Bodies, including Ambulance Services; Registered Charities; Registered Social Landlords; The Corporate Office of the House of Lords, The Corporate Officer of the House of Commons; or any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament. Details of the classification of end user establishments and geographical areas are available at: <https://www.espo.org/legal>.

ESPO has established a commercial trading company, ESPO Trading Limited, whose target clients are third sector organisations such as national and local charities, public sector mutual organisations and other organisations involved in the delivery of services to or for the public sector. The successful Supplier may be asked to enter into an additional separate framework agreement (the Second Framework) with ESPO Trading Limited on materially similar terms to that found in the tender pack to be entered into by ESPO itself.

Any Second Framework agreement will be a purely commercial agreement and will, for the avoidance of doubt, not be governed by the Public Contract Regulations 2015 or other public procurement legislation. ESPO Trading Limited may enter into the second framework agreement with the successful supplier and make it available to third sector clients who themselves are not required to follow the Public Contracts Regulations 2015 or other public procurement legislation. Accordingly, this is provided for bidders information only.

An eAuction process may be used to award subsequent call off contracts following the reopening of competition among the parties to the Framework Agreement.

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

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

The Royal Court of Justice



The Strand

LONDON

WC2A 2LL

Country

United Kingdom

Internet address

<https://www.justice.gov.uk/>

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

ESPO will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. Applicants who are unsuccessful shall be informed by ESPO as soon as possible after the decision has been made as to the reasons why the applicant was unsuccessful. If an appeal regarding the award of the contract has not been successfully resolved, The Public Contracts Regulations 2015 (SI 2105 No. 102) provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take legal action. Any such action must be brought within the applicable limitation period. Where a contract has not been entered into, the Court may order the setting aside of the award decision or order for any document to be amended and may award damages, make a declaration of ineffectiveness, order for a fine to be paid, and/or order the duration of the contract be shortened. The purpose of the standstill period referred to above is to allow the parties to apply to the Courts to set aside the award decision before the contract is entered into.