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Tender

## **The Provision of Hard and Soft Facilities Management Services for National Records of Scotland**

National Records of Scotland

F02: Contract notice

Notice identifier: 2023/S 000-030096

Procurement identifier (OCID): ocds-h6vhtk-03cd43

Published 12 October 2023, 12:44pm

The closing date and time has been changed to:

**5 January 2024, 5:00pm**

See the [change notice](#).

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

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

National Records of Scotland

General Register House, 3 Princes Street

Edinburgh

EH1 3YY

#### **Email**

[nrs-procurement-management@nrscotland.gov.uk](mailto:nrs-procurement-management@nrscotland.gov.uk)

#### **Telephone**

+44 1313144215

## **Country**

United Kingdom

## **NUTS code**

UKM75 - Edinburgh, City of

## **Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00474](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00474)

## **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](http://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](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

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

Ministry or any other national or federal authority

#### **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

The Provision of Hard and Soft Facilities Management Services for National Records of Scotland

Reference number

17/07/14

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

- 79993000 - Building and facilities management services

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

Services

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

NRS have a requirement for the provision of Hard and Soft Facilities Management Services for 4 of their buildings located in Edinburgh.

The Statement of Requirements (SoR) details the requirements for the Facilities Management (FM) Hard Services for NRS that are to be provided within the terms of the Contract. A separate Contract for the provision of Facilities Management (FM) Soft Services for NRS is also being tendered and Contractors can tender for either, or both, contracts where they meet the requirements specified.

Option A - Priced Contract with Price List has been chosen under the NEC4 conditions of contract for Term Service Contracts and Schedule 3 of the Contract Schedules contains the Price List.

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

Value excluding VAT: £9,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Lot 1 - The Provision of Hard Facilities Management Services

Lot 2- The Provision of Soft Facilities Management Services

if the successful Supplier is the same for both lots- NRS will combine into 1 Contract.

## **II.2) Description**

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

The Provision of a Soft Facilities Management Services

Lot No

2

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

- 79993000 - Building and facilities management services
- 39700000 - Domestic appliances
- 90720000 - Environmental protection
- 90700000 - Environmental services
- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 39721411 - Gas heaters
- 90690000 - Graffiti removal services
- 71317200 - Health and safety services
- 77300000 - Horticultural services
- 98341130 - Janitorial services

- 39820000 - Organic surface-active agents
- 39224210 - Painters' brushes
- 45440000 - Painting and glazing work
- 44111400 - Paints and wallcoverings
- 90922000 - Pest-control services
- 77310000 - Planting and maintenance services of green areas
- 14410000 - Rock salt
- 44115210 - Plumbing materials
- 35113400 - Protective and safety clothing
- 18830000 - Protective footwear
- 79600000 - Recruitment services
- 35113000 - Safety equipment
- 39831000 - Washing preparations
- 34928480 - Waste and rubbish containers and bins
- 39715000 - Water heaters and heating for buildings; plumbing equipment
- 18140000 - Workwear accessories
- 39224000 - Brooms and brushes and other articles of various types
- 44230000 - Builders' carpentry
- 90911200 - Building-cleaning services
- 24000000 - Chemical products
- 39800000 - Cleaning and polishing products
- 90600000 - Cleaning and sanitation services in urban or rural areas, and related services

- 90910000 - Cleaning services
- 92222000 - Closed circuit television services
- 44613800 - Containers for waste material
- 18222000 - Corporate clothing
- 72251000 - Disaster recovery services
- 39832000 - Dishwashing products

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

NRS offices within Edinburgh

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

NRS have a requirement for the Provision of Hard Facilities Management (FM) Services (Lot 1) and the Provision of Soft Facilities Management Services (Lot 2) for 4 of their buildings, that are to be provided within the terms of the Contract. the requirement is in 2 lots. Contractors can tender for either, or both, contracts where they meet the requirements specified within each lot.

Option A - Priced Contract with Price List has been chosen under the NEC4 conditions of contract for Term Service Contracts and schedule 3 of the contracts schedules contains the Price List

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

Quality criterion - Name: Quality / Weighting: 70%

Price - Weighting: 30

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

Value excluding VAT: £4,000,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The initial contract period will be 60 months, with the option to extend for up to 24 months (in increments of 12 months)

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

Variants will be accepted: No

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

Options: Yes

Description of options

The nature of Facilities Management can be complex, variable and in flux. There may be a need over the Contract term to allow NRS (The Purchaser) to remove, amend or change the buildings and structures of their estate (including on a temporary, emergency and short /medium term basis to accommodate the services to be delivered by NRS. and to vary the contract accordingly, including the overall value of the Contract estimated at paragraph 11.1.5 (estimated total value) above

### **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**

Bidders should read and refer to the ESPD Bidders Guidance instructions document. Failure to comply may result in your submission being rejected. Economic operators may be excluded from this competition in accordance with regulation 58 of the Public Contracts



(Scotland)Regulations 2015.

## **II.2) Description**

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

The Provision of Hard Facilities Management Services

Lot No

1

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

- 79993000 - Building and facilities management services
- 79993100 - Facilities management services
- 39721310 - Air heaters
- 39717200 - Air-conditioning appliances
- 44230000 - Builders' carpentry
- 45210000 - Building construction work
- 44111000 - Building materials
- 42131110 - Central-heating radiator valves
- 72251000 - Disaster recovery services
- 45310000 - Electrical installation work
- 44111530 - Electrical insulating fittings
- 44111511 - Electrical insulators
- 31000000 - Electrical machinery, apparatus, equipment and consumables; lighting
- 09300000 - Electricity, heating, solar and nuclear energy
- 90720000 - Environmental protection

- 90700000 - Environmental services
- 45261000 - Erection and related works of roof frames and coverings
- 71317200 - Health and safety services
- 42510000 - Heat-exchange units, air-conditioning and refrigerating equipment, and filtering machinery
- 71314310 - Heating engineering services for buildings
- 45331000 - Heating, ventilation and air-conditioning installation work
- 45259300 - Heating-plant repair and maintenance work
- 51110000 - Installation services of electrical equipment
- 45432111 - Laying work of flexible floor coverings
- 45313000 - Lift and escalator installation work
- 42416000 - Lifts, skip hoists, hoists, escalators and moving walkways
- 71334000 - Mechanical and electrical engineering services
- 39224210 - Painters' brushes
- 45440000 - Painting and glazing work
- 44111400 - Paints and wallcoverings
- 44800000 - Paints, varnishes and mastics
- 44115200 - Plumbing and heating materials
- 45330000 - Plumbing and sanitary works
- 39715300 - Plumbing equipment
- 44115210 - Plumbing materials
- 35113400 - Protective and safety clothing
- 18830000 - Protective footwear

- 44112500 - Roofing materials
- 35113000 - Safety equipment
- 44600000 - Tanks, reservoirs and containers; central-heating radiators and boilers
- 03419000 - Timber

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

As described in the statement of Requirements.

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

NRS have a requirement for the Provision of Hard Facilities Management (FM) Services (Lot 1) and the Provision of Soft Facilities Management Services (Lot 2) for 4 of their buildings, that are to be provided within the terms of the Contract. the requirement is in 2 lots. Contractors can tender for either, or both, contracts where they meet the requirements specified within each lot.

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

Quality criterion - Name: quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The initial contract Period will be 60 months with the option to extend for a period of up to 24 months(in increments of 12 months).

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

Variants will be accepted: No

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

Options: Yes

Description of options

The nature of Facilities Management can be complex, variable and in flux. There may be a need over the Contract term to allow NRS (The Purchaser) to remove, amend or change the buildings and structures of their estate(including on a temporary, emergency and short /medium term basis to accommodate the services to be delivered by NRS. and to vary the contract accordingly, including the overall value of the Contract estimated at paragraph 11.1.5 (estimated total value) above

### **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**

Bidders should read and refer to the ESPD Bidders Guidance instructions document. Failure to comply may result in your submission being rejected. Economic operators may be excluded from this competition in accordance with regulation 58 of the Public Contracts (Scotland)Regulations 2015.

## **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

4B1.1 Bidders will be required to have a minimum “general” yearly turnover of 2 million GBP for the last 3 years:

4B1.3- indicate if information is available electronically

4B.5.1.a 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:

4B.5.1a Professional Risk Indemnity Insurance = 10 million GBP

4B.5.1b Employer’s (Compulsory) Liability Insurance = 10 million GBP

4B.5.2 Public Liability Insurance = 10 million GBP

4b.5.3 If this information is available electronically, please ; web address and

the issuing authority or body

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

List and brief description of selection criteria

4C.1.2 Bidders will be required to provide 3 case studies Across which they should demonstrate all elements of the requirement to a satisfactory level – this should include A listed buildings & Archival spaces – both fabric and services (examples from both public and or private sectors customers may be provided);

4C.4 Please provide a statement of the relevant supply chain management and/or tracking systems used: 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. 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.

4C.7 provide details of Environmental Management measures which the bidder will be able to use when performing the contract; Bidders will be required to confirm that they will employ environmental management measures that meet the following requirements: [please refer to ESPD Bidders Guidance document for 4C.7]

4C.9 Please provide details of relevant tools, plant or technical equipment available to you in relation to this procurement exercise: Bidders will be required to demonstrate that they have (or have access to) the relevant tools, plant or technical equipment to deliver the types of requirements detailed in II.2.4 in the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

4C.10 Please provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract; Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract

4D.1 Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required quality assurance standards, including accessibility for disabled persons? Quality Management Procedures

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

Health and Safety Procedures

3. The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

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

4D.1.1 If not, please explain why and specify which other means of proof concerning the quality assurance scheme can be provided

4D.1.2 If the relevant documentation is available electronically, please indicate.

4D.2 Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required environmental management systems or standards? The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with

BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate,

4D2.2 If not, please explain why and specify which other means of proof concerning the environmental management systems or standards can be provided:

If the relevant documentation is available electronically, please indicate:

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

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

The Invitation to Tender (ITT) will contain all the relevant Contract Performance requirements

### **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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-029517](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

6 December 2023

Local time

5:00pm

Changed to:

Date

5 January 2024

Local time

5:00pm

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

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

Date

7 December 2023

Local time

12:00pm

Place

PCS-t portal

Information about authorised persons and opening procedure

Senior Procurement Specialist

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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: NRS may re-let this this Contract prior to the end of the initial 5 year period a Contract Notice will be published Circa 18 months prior to the end of the initial period. If not, the option to extend will be used. The supplier will be notified 6 months prior to it's commencement date. A decision to utilise the the final 12 month extension will be taken 3 months prior to it's commencement date.

### 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

spend for hard facilities management services over the initial 5 yr period is estimated to be 5000000 GBP

spend for soft facilities management services over the initial 5 yr period is estimated to be 4000000 GBP

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25358. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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 are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

[procurement/](#)

A summary of the expected community benefits has been provided as follows:

Suppliers will be required to provide a Community Benefits Statement outlining their proposed approach for delivering community benefits that they have selected from a menu of suggested community benefits

(SC Ref:747366)

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

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

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