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Tender

SPS-02164 Janitorial Supplies for SPS: Multi-Lot

Scottish Prison Service

F02: Contract notice

Notice identifier: 2023/S 000-030146

Procurement identifier (OCID): ocds-h6vhtk-03f8e6

Published 12 October 2023, 3:38pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Prison Service

One Lochside, 1 Lochside Avenue

Edinburgh

EH12 9DJ

Contact

Frances McGuire

Email

frances.mcguire@prisons.gov.scot

Telephone

+44 1313303773

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00384

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.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

National or federal Agency/Office

I.5) Main activity

Public order and safety

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

SPS-02164 Janitorial Supplies for SPS: Multi-Lot

Reference number

SPS-02164

II.1.2) Main CPV code

- 39830000 - Cleaning products

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Scottish Prison Service (SPS) requires a supplier(s) to provide a varied range of Janitorial Supplies to SPS Sites across Scotland. This shall include but not limited to the following:

Lot 1 Janitorial Products - janitorial hardware e.g. mop, bio-hazard products and chemical products; and

Lot 2 Paper Products - paper goods e.g. toilet tissue.

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

Janitorial Products

Lot No

1

II.2.2) Additional CPV code(s)

- 39830000 - Cleaning products
- 24000000 - Chemical products
- 33700000 - Personal care products

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

SPS has commenced this procurement process with the intention of awarding a single supplier contract (Lot 1).

The procurement will follow the Restricted Procedure.

This Contract Notice includes a Single Procurement Document (SPD) which is available to bidders via the Public Contracts Scotland Tender (PCS-T) portal an e-Tendering System. This can be accessed via the Public Contracts Scotland (PCS) website.

SPS have also included supporting documentation outlining bidder requirements.

The evaluation of the SPD will be carried out by SPS which will identify shortlisted bidders who will then be provided with an Invitation to Tender (ITT) Maximum five (5).

II.2.5) Award criteria

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

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

There will be an option to extend the contract for a further 48 months.

II.2.9) Information about the limits on the number of candidates to be invited

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

It is intended to invite a maximum of five (5) bidders to the Invitation to Tender stage. These bidders shall have:

- a) Submitted a compliant submission, comprising the completed SPD;
- b) Satisfied the relevant selection criteria under the exclusion grounds;
- c) Achieved the required standards with respect to:
 - (i) Minimum Standards of Eligibility - provided evidence of capability of managing a multi-site contract;
 - (ii) Services - provided evidence demonstrating an acceptable level of technical or professional ability;

- d) Gained a PASS in respect of the financial and economic evaluation;
- e) Quality Management is demonstrated; and
- f) Achieved the first, second, third, fourth and fifth highest total weighted scores.

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.2.14) Additional information

Full details can be accessed via PCS-T.

II.2) Description

II.2.1) Title

Paper Products

Lot No

2

II.2.2) Additional CPV code(s)

- 33761000 - Toilet paper
- 33760000 - Toilet paper, handkerchiefs, hand towels and serviettes
- 33763000 - Paper hand towels

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

SPS has commenced this procurement process with the intention of awarding a single supplier contract (Lot 2).

The procurement will follow the Restricted Procedure.

This Contract Notice includes a Single Procurement Document (SPD), which is available to bidders via the Public Contracts Scotland Tender (PCS-T) Portal an e-Tendering System. This can be access via PCS. SPS have also included supporting documentation outlining bidder requirements

The evaluation of the SPD will be carried out by SPS which will identify shortlisted bidders who will then be provided with an Invitation to Tender (ITT) maximum five (5).

II.2.5) Award criteria

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

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

There will be an option to extend the contract for a further 48 months.

II.2.9) Information about the limits on the number of candidates to be invited

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

It is intended to invite a maximum of five (5) bidders to the Invitation to Tender stage. These bidders shall have:

- a) Submitted a compliant submission, comprising the completed SPD;
- b) Satisfied the relevant selection criteria under the exclusion grounds;
- c) Achieved the required standards with respect to:
 - (i) Minimum Standards of Eligibility - provided evidence of capability of managing a multi-site contract;
 - (ii) Services - provided evidence demonstrating an acceptable level of technical or professional ability;
- d) Gained a PASS in respect of the financial and economic evaluation;
- e) Quality Management is demonstrated; and
- f) Achieved the first, second, third, fourth and fifth highest total weighted scores.

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.2.14) Additional information

Full details can be accessed via the PCS-T Portal.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

Employers Liability insurance GBP5m

Public Liability insurance GBP5m

III.1.3) Technical and professional ability

Minimum level(s) of standards possibly required

SPD Question 2.2 Services Pass/Fail

SPD Question 2.3 Key Personnel - Manpower 20%

SPD Question 2.4 Quality Control Logistics 35% (a score of three (3) or less shall result in elimination)

SPD Question 2.5 Business Continuity & Disaster Recovery 20%

SPD Question 2.6 Quality Management 25%

III.2) Conditions related to the contract

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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 000-025779](#)

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

Date

10 November 2023

Local time

1:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

27 November 2023

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Full details of the Guide to Scoring which will be used to evaluate bidders' responses can be found in the Instructions to Bidders document on PCS-T.

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 25366. For more information see:

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

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

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

The Contracting Authority does not intend to include any community benefit requirements in this contract for the following reason:

N/A

(SC Ref:747149)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom