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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](mailto: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](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

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## **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, forth 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**

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Duration in months

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This contract is subject to renewal

Yes

Description of renewals

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#### **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.

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### **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

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## **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

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## 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.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>

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