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Tender

SPS-01885 Janitorial Supplies for SPS

Scottish Prison Service

F02: Contract notice

Notice identifier: 2022/S 000-030289

Procurement identifier (OCID): ocds-h6vhtk-036960

Published 27 October 2022, 10:48am

Section I: Contracting authority

I.1) Name and addresses

Scottish Prison Service

Calton House, 5 Redheughs Rigg

Edinburgh

EH12 9HW

Contact

Frances McGuire

Email

frances.mcguire@prisons.gov.scot

Telephone

+44 1313303790

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.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-01885 Janitorial Supplies for SPS

Reference number

SPS-01885

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

SPS-01885/1 - 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 bidders via the Public Contract Scotland Tender Portal (PCS-T) an e-Tendering System which can be accessed via the Public Contracts Scotland (PCS) website. SPS have also included supporting guidance document 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).

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

36

This contract is subject to renewal

No

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; and
- d) gained a PASS in respect of the financial and economic evaluation.

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) Description

II.2.1) Title

SPS-01885/2 Paper Products

Lot No

2

II.2.2) Additional CPV code(s)

- 33761000 - Toilet paper

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 bidders via the Public Contract Scotland Tender Portal (PCS-T) an e-Tendering System which can be accessed via the Public Contracts Scotland (PCS) website. SPS have also included

supporting guidance document 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).

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Duration in months

36

This contract is subject to renewal

No

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Objective criteria for choosing the limited number of candidates:

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bidders shall have:

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- 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; and
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Options: No

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The procurement is related to a project and/or programme financed by European Union funds: No

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

Minimum level(s) of standards required:

Employers Liability insurance GBP5m

Public Liability insurance GBP5m

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD Question 2.2 Services Pass/Fail

SPD Question 2.3 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%

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: [2022/S 000-026155](#)

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

Date

21 November 2022

Local time

2:00pm

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

7 December 2022

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 5997. For more information see:

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

(SC Ref:711193)

VI.4) Procedures for review

VI.4.1) Review body

Scottish Courts

Edinburgh

Country

United Kingdom