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Tender

PROC 21-1181 Supply, Delivery and Installation of Office Furniture

Scottish Police Authority

F02: Contract notice

Notice identifier: 2022/S 000-031265

Procurement identifier (OCID): ocds-h6vhtk-037f43

Published 4 November 2022, 2:58pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

Email

procurementtenders@scotland.police.uk

Telephone

+44 1786895668

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.spa.police.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762

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

Body governed by public law

I.5) Main activity

Public order and safety

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

PROC 21-1181 Supply, Delivery and Installation of Office Furniture

Reference number

PROC 21-1181

II.1.2) Main CPV code

- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Scottish Police Authority (known as “the Authority”) has a requirement for a Supply, Delivery and Installation of Office Furniture and Associated Equipment.

The successful Contractor must be able to service the full geographical area of Scotland including the highlands and all islands, and ensure it has appropriate resource in place at all times to ensure that there is a consistent level of service across each area.

The Authority is seeking to create a single Supplier Framework Agreement.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

2 French Street, Dalmarnock, Glasgow, G40 4EH

II.2.4) Description of the procurement

Supply, Delivery and Installation of Office Furniture Framework.

The Authority is seeking to create a single Supplier Framework Agreement.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Contract duration includes 12 month extension period. Renewal due in three (3) years OR four (4) years if optional extension is activated.

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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

SPD Question 4A.1 Trade Registers

It is a requirement of this tender that if the Tenderer is UK based they must hold a valid registration with Companies House. Where the Tenderer is UK based but not registered at Companies House they must be able to verify to the SPA's satisfaction that they are trading from the address provided in the tender and under the company name given.

Tenderers within the UK must confirm if they are registered under Companies House within this question.

If the Tenderer is based out-with the UK they must be enrolled in the relevant Professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

III.1.2) Economic and financial standing

List and brief description of selection criteria

It is a requirement of this Framework that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded Contract/Framework, indicated below:

Minimum level(s) of standards possibly required

SPD Question 4B5 Insurances

Insurances:

Employers (Compulsory) Liability Insurance = 10 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide their current Employers Liability Insurance certificate which should include name of the insurers, policy numbers, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policies.

Public Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide a copy of their current Public Liability Insurance certificate.

Product Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to

provide a copy of their current Professional Indemnity Insurance certificate.

Motor Vehicle Insurance = Minimum Third Party Motor Vehicle Liability in respect of any motor vehicle or plated plant used.

Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one incident and annual aggregate caps and the excesses under the policies.

SPD Question 4B6 Financial Standing:

The Authority will access a Credit safe report for a Tenderers organisation and use the information contained within to assist with the assessment of the Tenderer's economic and financial standing. Tenders are asked to provide their company number within the SPD to allow the Authority to access a Credit Safe Report.

Within such reports, the risk of business failure is expressed as a score of 30 or below (high risk of business failure). In the event that a company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

If you are successful in the award of this contract and your risk failure rating falls below 30 then the SPA reserve the right to remove you from this contract. It is the Contractor's responsibility to ensure that the information held by Credit Safe is accurate and up to date.

For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the Tenders to ensure that the most up to date information is used. Where you are not registered on credit safe e.g. charitable organisations or new start companies/ Sole Traders with less than 3 years trading history, discretionary powers are

available to the Director of Finance to consider abbreviated accounts along with bankers references etc.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission.

IMPORTANT NOTE: This requirement is not applicable to Sole Traders/ Charities. Sole Traders/ Charities may be required to provide a bankers reference if successful.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Tenderer's will be required to provide evidence of having the necessary capacity and capability to deliver the requirements stated within the tender documents.

The below requirements will be requested during the tender process:

Minimum level(s) of standards possibly required

Tenderer's will be required to provide evidence of having the necessary capacity and capability to deliver the requirements for the Supply, Delivery and Installation of Office Furniture (Framework Agreement).

Two (2) examples of the provision of similar goods/services/works may be requested and must be from within the last 3 years for goods and services.

If Tenderers are unable to provide two (2) examples the tenderer may be required to explain why examples cannot be provided.

If available, copies of completion certificates or customers' written declaration which validates the examples you have provided.

Guidance

If you cannot provide certificates or customer declarations the Authority may choose to contact customers cited directly in order to validate the experience examples, you have provided without any further reference to you.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

During the period of the Framework Agreement, the Contractor(s) shall monitor and measure their performance against the Key Performance Indicators (KPIs) outlined within the ITT Documents and Contract Notice Document.

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

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 a single operator

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

8 December 2022

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

IV.2.7) Conditions for opening of tenders

Date

8 December 2022

Local time

12:00pm

Place

Electronically via Public Contract Scotland Tender

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The duration of the Framework Agreement shall be for three (3) years from the Framework start date with the option to extend for a further

one (1) period up to twelve (12) months in duration at the sole discretion of the Authority.

Renewal due in three (3) years OR four (4) years if optional extension is activated.

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

Economic Operators

Applicable to OJEU/FTS Notices: Economic operators may be excluded from this competition if they are in any of the situations referred

to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Please refer to the published Contract Notice document which can be found within the attachments areas of the PCS-T portal which details

the requirements and additional detail relating to:

SPD Question 4C.12 Quality Control Requirements

SPD Question 4D.1 Quality Assurance/Health and Safety Requirements

Assessment of Employment Status

Living Wage

Equality and Diversity

Subcontractor Detail

Data Protection

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20762. For more information see:

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

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:

Refer to Community Benefits clause (clause 2.28) within the ITT

(SC Ref:711531)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom