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Tender

## **Supply and Delivery of Grounds Maintenance Materials**

South Lanarkshire Council

F02: Contract notice

Notice identifier: 2022/S 000-032013

Procurement identifier (OCID): ocds-h6vhtk-03839f

Published 11 November 2022, 12:46pm

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

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

South Lanarkshire Council

Council Headquarters, Almada Street

Hamilton

ML3 0AA

#### **Contact**

Leona McPhail

#### **Email**

[leona.mcphail@southlanarkshire.gov.uk](mailto:leona.mcphail@southlanarkshire.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM95 - South Lanarkshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00410](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00410)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained 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)

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

Regional or local 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**

Supply and Delivery of Grounds Maintenance Materials

Reference number

SLC/PS/COMENT/22/092

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

- 03100000 - Agricultural and horticultural products

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

Supplies

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

South Lanarkshire Council's Ground Services have an ongoing requirement to procure for the supply of Grounds Maintenance Materials that are currently stocked at five depots: East Kilbride, Lanark, Blantyre, Rutherglen and Hamilton for distribution and use throughout the Council area.

The contract objective is to ensure the continuity of provision and fit for purpose goods in line with the current standards/legislation are held in stock at appropriate levels.

A suitable and accessible route to market has been identified: by using a multiple supplier contract in accordance with the Open procedure by advertising in the Find a Tender website for the Provision of Grounds Maintenance Materials to support in-house service provision which comprises of the following lots:

Lot 1 – Supply and Delivery of Herbicides (Total and Selective)

Lot 2 – Supply and Delivery of Fertilisers

Lot 3 – Supply and Delivery of Fungicides

Lot 4 – Supply and Delivery of Turf (including Specialist Turf)

Lot 5 – Supply and Delivery of Grass Seed

Lot 6 – Supply and Delivery of Pitch Liner

Lot 7 – Supply and Delivery of Top Dressing

Lot 8 – Supply and Delivery of Bunker Sand

Lot 9 – Supply and Delivery of Bark Products

Bidders may submit tenders for one, several or all of the lots. Where tenders may be submitted for several or all lots: -

- the maximum number of lots that may be awarded to one bidder is nine and
- the following lots or groups of lots may be combined – all lots.

The contract proposed will be from 1 April 2023 for a period of 5 years to 31 March 2028 with no option to extend.

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

Value excluding VAT: £2,000,000

#### **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**

Supply and Delivery of Herbicides (Total and Selective)

Lot No

1

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

- 24453000 - Herbicides

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 1 – Supply and Delivery of Herbicides (Total and Selective)

All products offered by tenderers must be compliant with PPPR, COSHH and COPR Regulations.

All products offered by tenderers must be registered, approved and listed on the Chemicals Regulations Directorate's Pesticides Register Database, and as such tenders must list their offered products' MAPP or MAFF products registration number on the appropriate area on the Pricing Schedule.

All products offered must be compatible with the Council's current methods of application; Knapsack and/or CDA. Please note that any products to be applied using CDA must be a premixed formula.

Due to the operations of the Council, all offered products must be certified as safe/approved to get into the water stream.

All products should be provided in clean, undamaged containers, ready to be applied.

All empty or spent containers within this lot are required to be uplifted and disposed of in line with industry legislation for hazardous waste and rates provided should include any costs for this. Uplift and disposal to be scheduled to each of our Depots (E.K. Quay Road etc) when required.

The contract will be procured via Open route and will be in accordance with the Council's standard terms and conditions - supply.

The contract will be awarded on the basis of the most economically advantageous tenders received.

The commercial weighting for this tender will be set at 70% and the technical weighting will be set at 30%.

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

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

60

This contract is subject to renewal

No

### **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**

Supply and Delivery of Fertilisers

Lot No

2

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

- 24440000 - Miscellaneous fertilisers

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 2 – Fertilisers

All products offered by tenderers must be compliant with PPPR, COSHH and COPR

Regulations.

All products offered by tenderers must be registered, approved and listed on the Chemicals Regulations Directorate's Pesticides Register Database, and as such tenders must list their offered products' MAPP or MAFF products registration number on the appropriate area on the Pricing Schedule.

Due to the operations of the Council, all offered products must be certified as safe/approved to get into the water stream.

All fertilisers offered must be fine turf, open space amenity fertilisers and not for agricultural use.

The successful tenderer will be required to carry out soil analysis on Council greens and fairways as required throughout the duration of the contract. This shall be undertaken for a total of seventeen (17) locations some of which are double bowling greens. If required, this is likely to be no more than annually. The results of the soil analysis shall establish what fertiliser(s) are required for a particular piece of land. Such analysis will be provided free of charge to the Council/tendered prices will be deemed to include the provision of this service.

The contract will be procured via Open route and will be in accordance with the Council's standard terms and conditions - supply.

The contract will be awarded on the basis of the most economically advantageous tenders received.

The commercial weighting for this tender will be set at 70% and the technical weighting will be set at 30%.

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

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

60

This contract is subject to renewal

No

### **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**

Supply and Delivery of Fungicides

Lot No

3

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

- 24457000 - Fungicides

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 3 – Fungicides

All products offered by tenderers must be compliant with PPPR, COSHH and COPR Regulations.

All products offered by tenderers must be registered, approved and listed on the Chemicals Regulations Directorate's Pesticides Register Database, and as such tenders must list their offered products' MAPP or MAFF products registration number on the appropriate area on the Pricing Schedule.

Due to the operations of the Council, all offered products must be certified as safe/approved to get into the water stream.

All products should be provided in clean, undamaged containers, ready to be applied.

All empty or spent containers within this lot are required to be uplifted and disposed of in line with industry legislation for hazardous waste and rates provided should include any costs for this. Uplift and disposal to be scheduled to each of our Depots (E.K. Quay Road etc) when required.

The products used to treat fungal diseases are frequently changed in order that the disease will not build up a resistance to any one product. Each product has different ingredients, pack sizes, dilution rates and application methods. We currently use a number of different products. We require a product to treat a wide range of fungal disease.

The contract will be procured via Open route and will be in accordance with the Council's standard terms and conditions - supply.

The contract will be awarded on the basis of the most economically advantageous tenders received.

The commercial weighting for this tender will be set at 70% and the technical weighting will be set at 30%.

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

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

60

This contract is subject to renewal

No

#### **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**

Supply and Delivery of Turf (including Specialist Turf)

Lot No

4

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

- 03100000 - Agricultural and horticultural products

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 4 – Turf

The Council will not consider any turf where the cultivars present are not listed on “The Buyers Guide to Quality Amenity Turfgrasses 2022”.

The council will evaluate the quality element of the bids for this lot based on the cultivars present in the turf offered.

The contract will be procured via Open route and will be in accordance with the Council's standard terms and conditions - supply.

The contract will be awarded on the basis of the most economically advantageous tenders received.

The commercial weighting for this tender will be set at 70% and the technical weighting

will be set at 30%.

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

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

60

This contract is subject to renewal

No

### **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**

Supply and Delivery of Grass Seed

Lot No

5

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

- 03111000 - Seeds

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 5 – Grass Seed

The Council will not consider any turf where the cultivars present are not listed on “The Buyers Guide to Quality Amenity Turfgrasses 2022”

The council will evaluate the quality element of the bids for this lot based on the cultivars present in the turf offered.

The contract will be procured via Open route and will be in accordance with the Council's standard terms and conditions - supply.

The contract will be awarded on the basis of the most economically advantageous tenders received.

The commercial weighting for this tender will be set at 70% and the technical weighting will be set at 30%.

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

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

60

This contract is subject to renewal

No

#### **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**

Supply and Delivery of Pitch Liner

Lot No

6

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

- 39293300 - Artificial grass

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 6 – Pitch Liner

All products offered by tenderers must be compliant with PPPR, COSHH and COPR Regulations.

All products offered by tenderers must be registered, approved and listed on the Chemicals Regulations Directorate's Pesticides Register Database, and as such tenders must list their offered products' MAPP or MAFF products registration number on the appropriate area on the Pricing Schedule.

Due to the operations of the Council, all offered products must be certified as safe/approved to get into the water stream.

All products should be provided in clean, undamaged containers, ready to be applied.

The contract will be procured via Open route and will be in accordance with the Council's standard terms and conditions - supply.

The contract will be awarded on the basis of the most economically advantageous tenders received.

The commercial weighting for this tender will be set at 70% and the technical weighting will be set at 30%.

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

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

60

This contract is subject to renewal

No

### **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**

Supply and Delivery of Top Dressing

Lot No

7

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

- 14212410 - Topsoil

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 7 – Top Dressing

A high quality sand and organic topsoil top dressing consisting of 70% sand and 30% topsoil with a low organic matter content and a moisture content between 2% and 4%, to meet the following specification:

Due to the operations of the Council, all offered products must be certified as safe/approved to get into the water stream.

All products should be provided in clean, undamaged containers.

The contract will be procured via Open route and will be in accordance with the Council's standard terms and conditions - supply.

The contract will be awarded on the basis of the most economically advantageous tenders received.

The commercial weighting for this tender will be set at 70% and the technical weighting will be set at 30%.

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

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

60

This contract is subject to renewal

No

### **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**

Supply and Delivery of Bunker Sand

Lot No

8

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

- 14211000 - Sand

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 8 – Supply and Delivery of Bunker Sand

Clean, washed quartz sand which meets all STRI specifications for bunker sand and which meets the following specification

The successful tenderer will be required to provide bunker sand as specified, in the units of measure listed below.

The contract will be procured via Open route and will be in accordance with the Council's

standard terms and conditions - supply.

The contract will be awarded on the basis of the most economically advantageous tenders received.

The commercial weighting for this tender will be set at 70% and the technical weighting will be set at 30%.

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

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

60

This contract is subject to renewal

No

### **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**

Supply and Delivery of Bark Products

Lot No

9

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

- 03100000 - Agricultural and horticultural products

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 9 – Supply and Delivery of Bark Products

Play bark should be clean hardwearing material produced from mixed softwood offering the greatest safety surfacing conforming to ISEN1177.

The contract will be procured via Open route and will be in accordance with the Council's standard terms and conditions - supply.

The contract will be awarded on the basis of the most economically advantageous tenders received.

The commercial weighting for this tender will be set at 70% and the technical weighting will be set at 30%.

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

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

60

This contract is subject to renewal

No

### **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

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## **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

There are a number of questions/statements that have been included in the Contract Notice and within the Qualification Envelope which detail the minimum requirements that Bidders must be able to evidence for participation in this tender and ultimately will be required to evidence prior to any award being made. There are in addition further statements made that simply provide relevant information relating to the tender itself.

These questions and statements form an integral part of the Single Procurement Document (the SPD) which the Council has decided to implement for all tenders in excess of 50K in value.

SPD Question 2A.18 Lots

This tender is split into the following Lots:

Lot 1 – Supply and Delivery of Herbicides (Total and Selective)

Lot 2 – Supply and Delivery of Fertilisers

Lot 3 – Supply and Delivery of Fungicides

Lot 4 – Supply and Delivery of Turf (including Specialist Turf)

Lot 5 – Supply and Delivery of Grass Seed

Lot 6 – Supply and Delivery of Pitch Liner

Lot 7 – Supply and Delivery of Top Dressing

Lot 8 – Supply and Delivery of Bunker Sand

Lot 9 – Supply and Delivery of Bark Products

Bidders may submit a tender for one, several or all lots.

SPD Question 2.C.1 Reliance on the capacities of other entities -

Bidders are required to complete a full SPD for each of the entities whose capacity they rely upon

SPD Question 2.D.1 Subcontractors on whose capacity the bidder does not rely

Bidders are required to complete a shortened version of the SPD for each Subcontractor on whose capacity the bidder does not rely on

Exclusion Criteria

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.

SPD Questions 3A – 3C have been identified as mandatory exclusion grounds and SPD Questions 3D have been identified as discretionary exclusion grounds. All the exclusion grounds will be assessed on a PASS/FAIL basis. For the mandatory exclusion grounds a bid will be excluded where the bidder fails to provide either a positive response or to provide details to the satisfaction of the Council of the self cleansing measures undertaken. For the discretionary exclusion grounds a bid may be excluded where the bidder fails to provide either a positive response or if the Council is not satisfied as to the self-cleansing measures undertaken.

SPD Question 4A.1 Trade Registers

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

If the bidder 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**

Minimum level(s) of standards possibly required

#### **SPD Question 4B.4 Economic and Financial Standing**

The Council will use the following ratios to evaluate a bidders financial status:

Profitability – this is taken as profit after tax but before dividends and minority interests. If a company makes a profit then it is a pass for this ratio;

Liquidity – this is calculated as current assets less stock and work in progress, divided by current liabilities. If the answer is greater than or equal to one then it is a pass for this ratio

Gearing – this is calculated as the total external secured borrowing (short term and long term) divided by shareholder funds expressed as a percentage. If the answer is less than or equal to 100% it is considered a pass for this ratio.

Bidders must provide the name and value of each of the 3 ratios within their response to SPD question 4B.4.

The Council requires bidders to pass 2 out of the 3 financial ratios above.

Where 2 out of the 3 ratios cannot be met, the Council may take the undernoted into consideration when assessing financial viability and the risk to the Council, providing that the Bidder can supply evidence to substantiate any of the mitigating criteria when requested to do so. The following list is not exhaustive and other criteria may be considered where proposed by a bidder as mitigating factors:

Would the bidder have passed the checks if prior year accounts had been used?

Were any of the poor appraisal outcomes "marginal"?

Does the bidder operate in a market which, traditionally, requires lower liquidity or higher debt finance?

Does the bidder have sufficient reserves to sustain losses for a number of years?

Does the bidder have a healthy cashflow?

Is the bidder profitable enough to finance the interest on its debt?

Is most of the bidder's debt owed to group companies?

Is the bidder's debt due to be repaid over a number of years, and affordable?

Have the bidder's results been adversely affected by "one off costs" and / or "one off accounting treatments"?

Do the bidder's auditors (where applicable) consider it to be a "going concern"?

Will the bidder provide a Parent Company Guarantee?

Is the bidder the single supplier/source of the Goods/Works/Services in the marketplace?

The Council will request submission of and assess the bidders financial accounts and may use financial verification systems to validate the information provided.

#### SPD Question 4B.5 Insurance

The bidder must confirm that they have or will commit to obtain prior to the commencement of the contract, the following levels of Insurance Cover:

Employer's Liability Insurance covering the death of or bodily injuries to employees of the bidder arising out of and in the course of their employment in connection with this contract to the level of 10000000 GBP in respect of each claim, without limit to the number of claims.

Public Liability Insurance covering the death of or bodily injury to a person (not an employee of the bidder) or loss of or damage to property resulting from an action or failure to take action by the bidder to the level of 5000000 GBP in respect of each claim, without limit to the number of claims.

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

Minimum level(s) of standards possibly required

#### SPD Question 4C.1.2 Technical and Professional Ability

It is a requirement of this tender that the Bidder can demonstrate in their response to 4C.1 below that they have held contracts of a similar nature, size, and value to those mentioned in the Contract Notice/Service Information, within the last three years. A minimum of three examples and a maximum of five should be provided. The Council reserves the right to verify any information supplied with the relevant Company/Authority.

#### SPD Question 4C.4 Technical and Professional Ability (Supply Chain Management / Tracking Systems)

The required lead time for all goods is maximum period of seventy-two (72) hours from receipt of official purchase order. In line with this, Tenderers shall confirm as part of their response to SPD question 4C.4 below, that they can achieve the required lead time. The only exception which shall be permitted to this are products included in Lot 7 - Top Dressing and Lot 8 - Bunker Sand which may be affected by adverse weather conditions

#### SPD Question 4C.6 Technical and Professional Ability (Qualifications)

It is a requirement of this tender that the bidder recommended for award completes and submits, when requested to by the Council, the Goods Vehicle Operator Licence prior to any award being made.

#### SPD Question 4C.9 Technical and Professional Ability (Equipment)

It is a mandatory requirement of the tender and subsequent contract that the successful bidder must have the equipment required to undertake the contract as detailed in the tender documents. Bidders should confirm below whether or not they can meet this requirement by stating Yes or No in the text response field provided as well as providing a brief outline of the equipment available.”

#### SPD Question 4C.10 Technical and Professional Ability (Sub-Contracting)

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

#### SPD Question 4C.11 Technical and Professional Ability (Samples)

All products supplied will be:

- Compliant with EC regulations on classification, labelling and packaging for substances and mixtures, EC 1272/2008 for plant protection products.
- MAFF/MAPP registered for all products in lots 1, 2, 3 and 6.
- Suitable cultivators as listed in “The buyer's guide to Quality Amenity Turfgrasses 2017” for lots 4 and 5.
- COSHH Data Sheets will be provided for all products in lots 1, 2, 3, and 6.
- Data sheets and samples will be provided for lots 7, 8 and 9
- Play bark should be a clean hardwearing material produced from mixed softwood offering the greatest safety surfacing conforming to ISEN1177 for lot 9.

Please note: Tenderers who cannot meet any of the above minimum essential requirements in relation to the above aspects of the Quality Evaluation for Core Items associated with this procurement shall be removed from the evaluation process.

Question: The bidder will supply the required samples, descriptions or photographs of the products to be supplied, which do not need to be accompanied by certifications of authenticity.

SPD Question 4C.11.1 Technical and Professional Ability (Samples Certificates of Authenticity)

The bidder must confirm that they will provide certificates of authenticity where required

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

Date

16 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

16 December 2022

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

## **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**

SPD Question 4D.1 Quality Assurance Schemes

Quality Assurance It is a mandatory requirement of this tender that bidders hold the following quality standard/accreditation:

ISO 9001:2015 Quality Management System (or equivalent)

Bidder should upload evidence of the above certification in the Additional Attachment area of the Qualification envelope. Bidders should confirm below whether or not they can evidence this requirement by selecting Yes or No from the options list provided. Please refer to the attached Quality Assurance Requirements document for further details.

SPD Question 4D.2 Environmental Management Standards

“It is a mandatory requirement of this tender that bidders hold the following environmental standard/accreditation:

ISO 14001:2015 Environmental Management System (or equivalent)

Bidders should confirm below whether or not they can evidence this requirement by selecting Yes or No from the options list provided. Bidder should upload evidence of the above certification in the Additional Attachment area of the Qualification envelope. Please refer to the attached Environmental Management Requirements document for further details.”

Declarations and Certificates

In an open tendering procedure prior to any award being made the successful bidder will provide the undernoted certificates, declarations and/or completed questionnaires to evidence their compliance with the relevant questions within the Qualification Envelope.

All certificates, declarations and questionnaires can be found within the Attachment area of PCS-T.

SPD Question 2D.1 Prompt Payment Certificate

Declaration Section \*Form of Tender

SPD Question 3D.11 Non-Collusion Certificate

SPD Question 4C.6 Goods Vehicle Operator's Licence Declaration

SPD Question 4B.5.1 Insurance Certificates

SPD Question 3A.6 Modern Slavery Act 2015 Declaration

\*The 'Form of Offer to Tender' must be completed and uploaded within the relevant question in the Commercial Envelope.

In the case of an open tender, the other Declarations listed above will not be required to be uploaded and submitted with the bid but will instead be requested by the Council following the conclusion of the evaluation of the Qualification, Technical and Commercial Envelopes and prior to the award of the tender.

Failure to provide this information or in the event that the information provided does not support or evidence the statements made within the SPD will invalidate the bid. In this scenario the Council will seek to obtain the relevant information and evidence from the second highest scoring bidder and so on until a fully compliant bidder is identified

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22725. 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:

As detailed in the tender documents.

(SC Ref:713231)

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

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

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street

Hamilton

ML3 0BT

Email

[hamiltoncivl@scotcourts.gov.uk](mailto:hamiltoncivl@scotcourts.gov.uk)

Telephone

+44 1698282957

Country

United Kingdom

Internet address

[www.scotcourts.gov.uk](http://www.scotcourts.gov.uk)

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Court of Session

Parliament House

Parliament Square

Edinburgh

EH1 1RQ

+44 1312252595

[supreme.courts@scotcourts.gov.uk](mailto:supreme.courts@scotcourts.gov.uk)

