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Tender

Supply and Delivery of Janitorial Products

Scotland Excel

F02: Contract notice

Notice identifier: 2022/S 000-032367

Procurement identifier (OCID): ocds-h6vhtk-038494

Published 15 November 2022, 1:30pm

Section I: Contracting authority

I.1) Name and addresses

Scotland Excel

Renfrewshire House, Cotton Street

Paisley

PA1 1AR

Email

education.corporate@scotland-excel.org.uk

Telephone

+44 1414888230

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

<http://www.scotland-excel.org.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10383

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>

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>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Supply and Delivery of Janitorial Products

Reference number

1222

II.1.2) Main CPV code

- 33760000 - Toilet paper, handkerchiefs, hand towels and serviettes

II.1.3) Type of contract

Supplies

II.1.4) Short description

This contact notice is in relation to the renewal framework for Janitorial Products, on behalf of the 32 local authorities in Scotland. It is anticipated that the scope of materials covered under the framework will include, but not be limited to paper towels, cleaning chemicals, hand soap, refuse sacks and cleaning equipment such as mops and buckets.

II.1.5) Estimated total value

Value excluding VAT: £56,000,000

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

Paper Products

Lot No

1

II.2.2) Additional CPV code(s)

- 33760000 - Toilet paper, handkerchiefs, hand towels and serviettes

- 33761000 - Toilet paper
- 33141118 - Wipes
- 33711430 - Disposable personal wipes

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Various locations throughout the geographical boundaries of the participating Councils and associate members within Scotland.

II.2.4) Description of the procurement

This contact notice is in relation to the renewal framework for Janitorial Products, on behalf of the 32 local authorities in Scotland. It is anticipated that the scope of materials covered under the framework will include, but not be limited to paper towels, cleaning chemicals, hand soap, refuse sacks and cleaning equipment such as mops and buckets.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 25

Price - Weighting: 75

II.2.6) Estimated value

Value excluding VAT: £22,400,000

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

Duration in months

48

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.2.14) Additional information

Economic operators may be excluded from this competition (or any competition in relation to any lot) if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2) Description

II.2.1) Title

Janitorial Products

Lot No

2

II.2.2) Additional CPV code(s)

- 33760000 - Toilet paper, handkerchiefs, hand towels and serviettes
- 33761000 - Toilet paper
- 33141118 - Wipes
- 33711430 - Disposable personal wipes
- 39831600 - Toilet cleaners
- 33711900 - Soap
- 39831300 - Floor cleaners
- 39832100 - Dishwashing powder
- 39811200 - Air sanitisers
- 19640000 - Polythene waste and refuse sacks and bags

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Various locations throughout the geographical boundaries of the participating Councils and associate members within Scotland.

II.2.4) Description of the procurement

This contract notice is in relation to the renewal framework for Janitorial Products, on behalf of the 32 local authorities in Scotland. It is anticipated that the scope of materials covered under the framework will include, but not be limited to paper towels, cleaning chemicals, hand soap, refuse sacks and cleaning equipment such as mops and buckets.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 25

Price - Weighting: 75

II.2.6) Estimated value

Value excluding VAT: £16,800,000

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

Duration in months

48

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.2.14) Additional information

Economic operators may be excluded from this competition (or any competition in relation to any lot) if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2) Description

II.2.1) Title

Chemicals

Lot No

3

II.2.2) Additional CPV code(s)

- 39831600 - Toilet cleaners
- 33711900 - Soap
- 39291000 - Laundry supplies
- 39831300 - Floor cleaners
- 39832100 - Dishwashing powder
- 19640000 - Polythene waste and refuse sacks and bags

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Various locations throughout the geographical boundaries of the participating Councils and associate members within Scotland

II.2.4) Description of the procurement

This contract notice is in relation to the renewal framework for Janitorial Products, on behalf of the 32 local authorities in Scotland. It is anticipated that the scope of materials covered under the framework will include, but not be limited to paper towels, cleaning chemicals, hand soap, refuse sacks and cleaning equipment such as mops and buckets.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 25

Price - Weighting: 75

II.2.6) Estimated value

Value excluding VAT: £8,400,000

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

Duration in months

48

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.2.14) Additional information

Economic operators may be excluded from this competition (or any competition in relation to any lot) if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2) Description

II.2.1) Title

One Stop Shop

Lot No

4

II.2.2) Additional CPV code(s)

- 33760000 - Toilet paper, handkerchiefs, hand towels and serviettes
- 33761000 - Toilet paper
- 39831600 - Toilet cleaners
- 33141118 - Wipes
- 33711430 - Disposable personal wipes
- 39831300 - Floor cleaners
- 39832100 - Dishwashing powder
- 39811200 - Air sanitisers
- 19640000 - Polythene waste and refuse sacks and bags
- 33711900 - Soap

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Various locations throughout the geographical boundaries of the participating Councils and associate members within Scotland.

II.2.4) Description of the procurement

This Contract Notice is in relation to the renewal framework for Janitorial Products, on behalf of the 32 local authorities in Scotland. It is anticipated that the scope of materials covered under the framework will include, but not be limited to paper towels, cleaning

chemicals, hand soap, refuse sacks and cleaning equipment such as mops and buckets.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 25

Price - Weighting: 75

II.2.6) Estimated value

Value excluding VAT: £8,400,000

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

Duration in months

48

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.2.14) Additional information

Economic operators may be excluded from this competition (or any competition in relation to any lot) if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

In accordance with Regulation 59(12), as this proposed Framework Agreement is divided into Lots, these Economic and Financial Standing selection criteria apply separately in relation to each individual lot.

Minimum level(s) of standards possibly required

INSURANCE REQUIREMENTS:

It is a requirement of the contracts to be procured under the proposed framework agreement that tenderers hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

ALL LOTS

EMPLOYERS (COMPULSORY) LIABILITY = a minimum indemnity limit of 10 million GBP per occurrence.

PUBLIC/PRODUCTS LIABILITY = a minimum indemnity limit of 10 million GBP per occurrence, and in the aggregate in respect of

Products.

MOTOR VEHICLE INSURANCE = a minimum indemnity level of 5 million GBP in respect of third party property damage, without limit to the number of claims; unlimited in respect of personal injury. For full details please see the Procurement Documents.

OTHER ECONOMIC AND FINANCIAL REQUIREMENTS:

A search of the tenderer against Equifax's Protect must not return a 'Warning' or 'Caution' returnable code or any neutral code, unless the tenderer confirms that it can provide any other document which Scotland Excel considers appropriate to prove to Scotland Excel (acting within its permitted discretion under the applicable public procurement rules) that the tenderer does/would not present an unmanageable risk should it be appointed on to the proposed Framework Agreement. Equifax's protect is a fraud indicator/credit risk search and analysis of five areas of threat in relation to a particular company: credit history; disqualification; validation and investigation bureau; connected data; and bureau information. For full details please see the Procurement Documents.

III.1.3) Technical and professional ability

List and brief description of selection criteria

1. Subcontracting
2. Quality Management Procedures
3. Environmental Management Systems or Standards
4. Health and Safety Procedures

For full details please see the Procurement Documents. In accordance with Regulation 59(12), as this proposed Framework Agreement is divided into Lots, these Technical and professional ability selection criteria apply separately in relation to each individual lot.

Minimum level(s) of standards possibly required

SUBCONTRACTING:

Tenderers will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contracts to be called-off under the proposed framework agreement. If you intend to subcontract any share of the contract to third parties on whose capacity you do not rely to satisfy the selection criteria, you must secure that each subcontractor completes a separate SPD (Scotland) Response for all Parts of the SPD (Scotland) Qualification Envelope, except Part 4 (Selection criteria).

QUALITY MANAGEMENT PROCEDURES

The tenderer must have the following: The tenderer **MUST HOLD** a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BSEN ISO 9001 (or equivalent).

OR

A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the tenderer has and continues to implement a quality management policy that is authorised by their Chief Executive, or equivalent, and is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

ENVIRONMENTAL MANAGEMENT SYSTEMS OR STANDARDS

The tenderer must have the following: The tenderer MUST HOLD a UKAS (or equivalent) accredited independent third party certificate of compliance with BSEN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate.

OR

A regularly reviewed documented policy regarding environmental management, authorised by the Chief Executive, or equivalent. This policy must include and describe the tenderer's environmental emergency response procedures including the preparedness and response procedures for potential accidents and emergency response situations that give rise to significant environmental impacts (for example hazardous substances spill control).

HEALTH AND SAFETY PROCEDURES

The tenderer must have the following: The tenderer MUST HOLD a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with ISO45001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

OR

A regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

For full details of the conditions relevant to the proposed Framework, and contracts to be called-off there under (to the extent known or settled at this stage), please see the Procurement Documents (details of how to access these being set out in section "1.3 (Communication" of this Contract Notice).

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 several operators

IV.1.6) Information about electronic auction

An electronic auction will be used

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 022-191412](#)

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

Date

13 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

13 December 2022

Local time

12:00pm

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

This Tender process is subject to the Law and Guidance applicable in Scotland relative to the award of public contracts including (without limitation) as set out in the Public Contracts (Scotland) Regulations 2015, most recently amended to reflect the European Union exit by the UK. This tender exercise has commenced after the UK withdrawal from the European Union and it has been conducted and concluded in

accordance with the Law, Guidance and procedures in force after the UK withdrawal on 31st December 2020. Any prior version of the relevant Law and Guidance, or terminology related thereto, which appears in these Procurement Documents should therefore be interpreted and applied as currently in force. Scotland Excel, as a central purchasing body, is procuring this framework for the use and benefit of its 32 local authorities in Scotland, Tayside Contracts associate members, NHS, Scottish Prison Service, Police Scotland, Scottish Ambulance Service, Advanced Procurement for Universities and Colleges (APUC Ltd) and their member organisations across the higher and further education sector in Scotland and their associated and affiliated bodies, together with any Integration Authority, or other body, established pursuant to the Public Bodies (Joint Working) (Scotland) Act 2014. Scotland Excel local authority members and associate

members entitled to use this framework, are listed at http://www.scotlandexcel.org.uk/home/Aboutus/Ourmembers/Our_members.aspx. 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.

Lots 1, 2 & 3 - Tenderers are required to submit a price for a minimum 80% of items as detailed in the commercial Schedule of Offer., Lot 4 has no minimum % of items as detailed in the commercial Schedule of Offer. Successful tenderers for Lots 1, 2 & 3 will be awarded a place onto Lot 4. Scotland Excel will not award a separate score to Lot 4 participants. Scotland Excel reserves the right to consider a bid which does not meet the stated requirements for Lot 4, considering the overall level of response for a Council area to ensure full coverage. . Further information on this can be found within the “1222 ITT including Evaluation Methodology” document, available on PCS-Tender.

Rebates apply to this framework. For further details, please see the Special Conditions of Contract

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22615. 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:

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:

In accordance with section 25(3) of the Procurement Reform (Scotland) Act 2014 note that, Scotland Excel intends to include community benefit requirements. As part of your response within the Technical Envelope, bidders will be requested to commit to delivery of community benefits in accordance with the methodology outlined in the tender documents. Community Benefits details will be requested on a 6-monthly basis.

(SC Ref:713550)

VI.4) Procedures for review

VI.4.1) Review body

Court of Session

Edinburgh

EH1 1RQ

Country

United Kingdom