

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/033209-2023>

Tender

## **Professional Property Services**

The Scottish Parliament Corporate Body

F02: Contract notice

Notice identifier: 2023/S 000-033209

Procurement identifier (OCID): ocds-h6vhtk-041724

Published 9 November 2023, 3:29pm

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

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

The Scottish Parliament Corporate Body

Holyrood Road

Edinburgh

EH99 1SP

#### **Contact**

Elizabeth Lebost

#### **Email**

[elizabeth.lebost@Parliament.scot](mailto:elizabeth.lebost@Parliament.scot)

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.parliament.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10284](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284)

**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**

Other type

Legislative Body

**I.5) Main activity**

Other activity

Devolved Parliament

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Professional Property Services

Reference number

NIC-SER-498

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

- 71200000 - Architectural and related services

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

Services

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

The Scottish Parliament Corporate Body (SPCB) is seeking a suitably qualified, experienced, knowledgeable and innovative contractor to provide professional property services to support the SPCB.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

- 71221000 - Architectural services for buildings
- 71311300 - Infrastructure works consultancy services
- 72224000 - Project management consultancy services
- 71541000 - Construction project management services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

The Scottish Parliamentary Corporate Body (SPCB) is seeking a suitably qualified, experienced, knowledgeable and innovative contractor to provide professional property services to support the SPCB.

The Services required by the SPCB for their Premise includes:

- a) Full technical design service. This will cover a complete range of design team services including Architectural and Engineering.
- b) Support for SPCB Facilities and Building Management team. This will include access to a full and complete range of consultants to provide specialist building advice when required.
- c) Project and construction management.
- d) Health, safety and fire engineering advice.
- e) Advice, technical assistance and support in reaching "Net Zero"

The services required will be over an array of projects of varying values and complexities with often a multidisciplinary approach required.

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

Quality criterion - Name: Technical / Weighting: 60

Quality criterion - Name: Presentation / Weighting: 10

Price - Weighting: 30

## **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

option to extend for a further period/s of up to 60 months, at the sole discretion of the

SPCB.

#### **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

In relation to the SPD:

4A.1 - not used

4A.2 - not used.

##### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

In relation to the SPD:

4B.1 - 4B.4 : not used

4B.5: Its is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of the awarded contract the types and levels of insurance indicated below:

Employers (Compulsory) Liability Insurance = 5,000,000 GBP

Public Liability Insurance = 2,000,000 GBP

Professional Indemnity Insurance = 5,000,000 GBP

4B.6: The Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the financial standing of tenderers. We highly recommend that tenderers review their financial performance on Creditsafe to understand their credit score rating which will be used by the SPCB to evaluate the financial standing of the tenderer and that they read the information about how that data is collected and used prior to submitting a tender. Information and the opportunity to run a free report can be found at <http://www.creditsafe.com/products/business-credit-reports/>

The SPCB requires tenderers to have a Creditsafe Risk Score of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit risk score than 40 on Creditsafe and has the backing of a parent company with a credit risk score of 40 or higher, then the provision of a parent company guarantee will be required prior to the award of any contract. If a tenderer has a lower credit risk score than 40 and cannot provide a parent company guarantee, they must submit evidence to support a stable and improved financial standing with their tender or the tender may be rejected. If no evidence is provided with the tender or the evidence provided is not sufficient to demonstrate a satisfactory financial position to the satisfaction of the SPCB (whose decision in this regard shall be final), then the tender will be rejected and will not be evaluated further.

If a tenderer is not listed on Creditsafe, for whatever reason, then it will be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried out. If the information provided does not, in the SPCB's opinion, demonstrate a satisfactory financial position, the bid may be rejected.

Minimum level(s) of standards possibly required

4B.6: Tenderers should have a Creditsafe credit rating of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit rating score and has the backing of a parent company with a credit rating of 40 or higher, then the provision of a Parent Company Guarantee prior to the award of any contract will be acceptable. If a tenderer has a lower credit rating score and no evidence to support a stable or improved financial standing then the tender may be rejected.

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

List and brief description of selection criteria

In relation to the SPD:

4C.2 - Used.

4C.2.1 - Used.

4C.7 - Used.

Minimum level(s) of standards possibly required

In relation to the SPD:

4C.1.2:used. Please provide a minimum of 3 relevant examples of supplies and/or services carried out during the last three years. (Examples from both public and/or private sector customers and clients may be provided).

Bidders will be required to provide three detailed examples which demonstrate that they have the relevant experience in delivering the range of services as described in part II.2.4 of the Contract Notice or the relevant section of the Site Notice. As a minimum, the provision of project management and architectural services must be included within each example in the overall submission. Failure to provide three examples demonstrating relevant experience of delivering this range of services will result in disqualification from the procurement process and the bidder's submission evaluated no further. Answers should be limited to no more than 1000 words. The evaluation will cease at this word limit and no further content will be assessed.

4C.2:used. Please provide details of the technicians or technical bodies the bidder can call upon, especially those responsible for quality control in relation to this procurement exercise

4C.2.1. In the case of public works contracts, the bidder will be able to call on the following technicians or technical bodies to carry out the work

4C.7:used. Please provide details of an acceptable environmental policy detailing the environmental management measures you will use when performing the contract.

## **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

14 December 2023

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

14 December 2023

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**

The Contractor and their sub-contractors must hold or commit to achieve by the contract service commence date, Cyber Essentials Plus accreditation (or equivalent) for the duration of the Contract. Cyber Essentials Plus accreditation and the steps to achieve this are outlined on the National Cyber Security Centre website (National Cyber Security Centre – NCSC.GOV.UK).

The Contractor must ensure payment of sub-contractors at all stages of the supply chain is made within 30 days and include a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require you to actively monitor payment performance and provide evidence and reports to the contracting authority on a regular basis.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25469. For more information see:

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25469. 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:

Technical evaluation will include a question on Community Benefits. Full details are included within the invitation to tender document.

(SC Ref:747330)

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

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

Edinburgh Sheriff Court House

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom