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Tender

## **Courier Services for Prepared Food and Related Sundry Products**

Glasgow City Council

F02: Contract notice

Notice identifier: 2024/S 000-033508

Procurement identifier (OCID): ocds-h6vhtk-0470de

Published 17 October 2024, 10:49am

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

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

Glasgow City Council

40 John St, City Chambers

Glasgow

G2 1DU

#### **Email**

[Alyshah.Ali@glasgow.gov.uk](mailto:Alyshah.Ali@glasgow.gov.uk)

#### **Telephone**

+44 7385392147

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00196](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196)

**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/esop/pts-host/public/pts/web/login.html?VISITORID=4ec32c55-49e7-4b5c-aafa-1d88ef74cf8e&\\_ncp=1728287847377.11439-1](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=4ec32c55-49e7-4b5c-aafa-1d88ef74cf8e&_ncp=1728287847377.11439-1)

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?VISITORID=4ec32c55-49e7-4b5c-aafa-1d88ef74cf8e&\\_ncp=1728287847377.11439-1](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=4ec32c55-49e7-4b5c-aafa-1d88ef74cf8e&_ncp=1728287847377.11439-1)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=4ec32c55-49e7-4b5c-aafa-1d88ef74cf8e&\\_ncp=1728287847377.11439-1](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=4ec32c55-49e7-4b5c-aafa-1d88ef74cf8e&_ncp=1728287847377.11439-1)

**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**

Courier Services for Prepared Food and Related Sundry Products

Reference number

GCC006183CPU

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

- 64120000 - Courier services

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

Services

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

The council requires courier services to pick up and drop off prepared meals and related sundry products from a number of preparation kitchens to a variety of venues across Glasgow. The supplier will collect and deliver readymade meals and associated menu products from council premises within the boundaries of Glasgow City. Drivers must collect the empty food trays from each establishment and return to the original collection venue either on the same day or the next calendar day.

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

Value excluding VAT: £1,706,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 64120000 - Courier services

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

NUTS codes

- UKM82 - Glasgow City

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

The council requires courier services to pick up and drop off prepared meals and related sundry products to a variety of locations throughout Glasgow.

The supplier will collect and deliver readymade meals and associated menu products from council premises within the boundaries of Glasgow City. Drivers must collect the empty food trays from each establishment and return to the original collection venue either on the same day or the next calendar day.

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

Quality criterion - Name: Quality / Weighting: 20

Price - Weighting: 80

### **II.2.6) Estimated value**

Value excluding VAT: £1,706,000

### **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

The framework will be 2 years with two optional separate periods of up to 12 months extension.

**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 if they are in any of the situations referred to in regulation 58 of the Public Contracts

(Scotland) Regulations 2015.

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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

Non Applicable

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

1. Non-conformance: Number of times a non-conformance is responded to late should be no more than 3 times in a 12-month period.

2. Reduction in Carbon Emissions: Awarded supplier/s should work to reduce carbon emissions by any amount every 12 months.

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## **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.1.8) 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: [2024/S 000-018790](#)

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

Date

18 November 2024

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**

Tender must be valid until: 17 March 2025

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

Date

18 November 2024

Local time

12:00pm

Place

Glasgow City Council 40 John Street Glasgow

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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**

Re ESPD Questions 4D.1,4D1.1,4D1.2,4D2,4D2.1 and 4D2.2 bidders must hold the certificates for Quality Control, and Environmental Management Standards or comply with all the questions noted in SPD Section 4D. Please refer to the 'SPD Statements' within the Invitation to Tender document. Health & Safety – applicants must complete and return the H&S questionnaire found in the Buyers Attachments area of the tender portal. Freedom of Information Act – Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information they wish the council to consider withholding is specifically indicated on the FOI Certificate contained in the Qualification Envelope within the PCS Tender portal (NB the council does not bind itself to withhold this information). Applicants will be required to complete the FOI certificate at ITT stage. Tenderers Amendments – Applicants must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer. Applicants will be required to complete the tenderers amendment certificate contained in the Qualification Envelope within the PCS tender portal (at ITT stage). Prompt Payment – The successful tenderer shall, as a condition of being awarded the tender, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt. The successful tenderer shall also impose this condition on its subcontractors in respect of payments due to any sub-sub-contractors, if any. Applicants will be required to complete the prompt payment certificate contained in the Qualification Envelope area within PCS Tender portal. Non – Collusion - Applicants will be required to complete the Non-Collusion certificate contained in the Qualification Envelope area within the tender portal. Insurance Mandate – All successful suppliers will be required to sign an Insurance Mandate, which will be issued in conjunction with the award letter authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed

and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period. Terms and Conditions are located within the Buyers Attachments area of the tender portal. Request for Documentation: Once the Evaluation of Price and Quality has been completed, the recommended Bidder will be expected to provide all documentation as specified in the SPD. When the Request for Documentation is made, Bidders must supply the relevant information within 5 working days. Failure to provide this information within the specified time may result in your bid being rejected and the Council proceeding with the procurement exercise to the next appropriate bidder. Additional information pertaining to this contract notice is contained within the ITT documents. Applicants must ensure they read in line with this contract notice.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=779582](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=779582).

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:

70 community benefit points will be required for this framework.

(SC Ref:779582)

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

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

Glasgow Sheriff Court & Justice of the Peace Court

PO BOX 23, 1 Carlton Place

Glasgow

G5 9DA

Email

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

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/courts-and-tribunals/courts-tribunals-and-office-locations/find-us/glasgow-sheriff-court-and-justice-of-the-peace-court/>

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

Precise information on deadline(s) for review procedures

Glasgow City Council (“the Council”) must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland) Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of; or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own independent legal advice when they consider appropriate to do so.