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Tender

## **Fresh Bakery Products (APUC)**

APUC Limited

F02: Contract notice

Notice identifier: 2023/S 000-034129

Procurement identifier (OCID): ocids-h6vhtk-041aec

Published 17 November 2023, 3:20pm

The closing date and time has been changed to:

**9 January 2024, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

APUC Limited

Unit 27, Stirling Business Centre, Wellgreen

Stirling

FK8 2DZ

#### **Email**

[Imacfarlane@apuc-scot.ac.uk](mailto:Imacfarlane@apuc-scot.ac.uk)

#### **Telephone**

+44 1314428930

**Country**

United Kingdom

**NUTS code**

UKM77 - Perth & Kinross and Stirling

**Internet address(es)**

Main address

<http://www.apuc-scot.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10402](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10402)

**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

Education

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Fresh Bakery Products (APUC)

Reference number

CAT1071 AP

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

- 15612500 - Bakery products

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

Supplies

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

The Authority are seeking Contractor(s) for the provision of Fresh Bakery products to the Institutions and APUC Associate members located throughout Scotland.

The Authority are seeking to obtain, through this tendering process, price normalisation for all Institutions within a Lot - regardless of size and demand and across the Lots where no Lot is subsidised by a smaller or more geographically disperse Lot.

A maximum of 3 Contractors will be appointed per lot.

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

Value excluding VAT: £1,640,000

#### **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**

Lot 1A: Bakery Products including Bread & Rolls and Savoury Items (North Highland & Western Isles)

Lot No

1

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

- 15612500 - Bakery products
- 15811100 - Bread
- 15811200 - Rolls
- 15821200 - Sweet biscuits
- 15810000 - Bread products, fresh pastry goods and cakes

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

NUTS codes

- UKM6 - Highlands and Islands

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

The scope of this agreement is the supply and delivery of a range of Fresh Bakery Products, including Bread & Rolls and Savoury items and associated products, materials and services as detailed in the Invitation to Tender documents and appendices to multiple sites and locations across North Highland & Western Isles as detailed in Appendix E - List of Institutions.

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

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements.

### **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.

## **II.2) Description**

### **II.2.1) Title**

Lot 1B: Bakery Products including Bread & Rolls and Savoury Items (Aberdeen & Grampians)

Lot No

2

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

- 15612500 - Bakery products
- 15811100 - Bread
- 15811200 - Rolls
- 15821200 - Sweet biscuits
- 15810000 - Bread products, fresh pastry goods and cakes

**II.2.3) Place of performance**

NUTS codes

- UKM5 - North Eastern Scotland

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

The scope of this agreement is the supply and delivery of a range of Fresh Bakery Products including Bread & Rolls and Savoury Items and associated products, materials and services as detailed in the Invitation to Tender documents and appendices to multiple sites and locations across Aberdeen & Grampians as detailed in Appendix E - List of Institutions.

**II.2.5) Award criteria**

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

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

Duration in months

36

This contract is subject to renewal

Yes

## Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements.

### **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.

## **II.2) Description**

### **II.2.1) Title**

Lot 1C: Bakery Products including Bread & Rolls and Savoury Items (Perth, Angus, Dundee & Fife)

Lot No

3

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

- 15612500 - Bakery products
- 15811100 - Bread
- 15811200 - Rolls
- 15821200 - Sweet biscuits

- 15810000 - Bread products, fresh pastry goods and cakes

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

NUTS codes

- UKM71 - Angus and Dundee City
- UKM72 - Clackmannanshire and Fife
- UKM77 - Perth & Kinross and Stirling

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

The scope of this agreement is the supply and delivery of a range of Fresh Bakery Products, including Bread & Rolls and Savoury Items and associated products, materials and services as detailed in the Invitation to Tender documents and appendices to multiple sites and locations across Perth, Angus, Dundee & Fife as detailed in Appendix E - List of Institutions.

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

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements.

### **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.

## **II.2) Description**

### **II.2.1) Title**

Lot 1D: Bakery Products including Bread & Rolls and Savoury Items (Southeast of Scotland (Stirling, Edinburgh, Lothian & Borders))

Lot No

4

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

- 15612500 - Bakery products
- 15811100 - Bread
- 15811200 - Rolls
- 15821200 - Sweet biscuits
- 15810000 - Bread products, fresh pastry goods and cakes

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

NUTS codes

- UKM73 - East Lothian and Midlothian

- UKM75 - Edinburgh, City of
- UKM76 - Falkirk
- UKM78 - West Lothian
- UKM77 - Perth & Kinross and Stirling
- UKM91 - Scottish Borders

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

The scope of this agreement is the supply and delivery of a range of Fresh Bakery Products, including Bread & Rolls and Savoury items and associated products, materials and services as detailed in the Invitation to Tender documents and appendices to multiple sites and locations across Southeast of Scotland (Stirling, Edinburgh, Lothian & Borders) as detailed in Appendix E - List of Institutions.

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

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements.

## **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.

## **II.2) Description**

### **II.2.1) Title**

Lot 2A: Specialist Bakery Products (North Highland & Western Isles)

Lot No

6

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

- 15811100 - Bread
- 15612500 - Bakery products
- 15812200 - Cakes
- 15810000 - Bread products, fresh pastry goods and cakes

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

NUTS codes

- UKM6 - Highlands and Islands

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

The scope of this agreement is the supply and delivery of a range of Fresh Specialist Bakery

Products and associated products, materials and services as detailed in the Invitation to Tender documents and appendices to multiple sites and locations across North Highland & Western Isles as detailed in Appendix E - List of Institutions.

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

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements.

### **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.

## **II.2) Description**

### **II.2.1) Title**

Lot 2B: Specialist Bakery Products (Aberdeen & Grampians)

Lot No

7

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

- 15612500 - Bakery products
- 15811100 - Bread
- 15812200 - Cakes
- 15810000 - Bread products, fresh pastry goods and cakes

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

NUTS codes

- UKM5 - North Eastern Scotland

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

The scope of this agreement is the supply and delivery of a range of Fresh Specialist Bakery Products and associated products, materials and services as detailed in the Invitation to Tender documents and appendices to multiple sites and locations across Aberdeen & Grampians as detailed in Appendix E - List of Institutions.

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

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements.

### **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.

## **II.2) Description**

### **II.2.1) Title**

Lot 2C: Specialist Bakery Products (Perth, Angus, Dundee & Fife)

Lot No

8

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

- 15612500 - Bakery products

- 15811100 - Bread
- 15812200 - Cakes
- 15810000 - Bread products, fresh pastry goods and cakes

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

NUTS codes

- UKM71 - Angus and Dundee City
- UKM72 - Clackmannanshire and Fife
- UKM77 - Perth & Kinross and Stirling

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

The scope of this agreement is the supply and delivery of a range of Fresh Specialist Bakery Products and associated products, materials and services as detailed in the Invitation to Tender documents and appendices to multiple sites and locations across Perth, Angus, Dundee & Fife as detailed in Appendix E - List of Institutions.

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

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements.

### **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.

## **II.2) Description**

### **II.2.1) Title**

Lot 2D: Specialist Bakery Products (Southeast of Scotland (Stirling, Edinburgh, Lothian & Borders))

Lot No

9

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

- 15811100 - Bread
- 15612500 - Bakery products
- 15812200 - Cakes
- 15810000 - Bread products, fresh pastry goods and cakes

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

NUTS codes



- UKM73 - East Lothian and Midlothian
- UKM75 - Edinburgh, City of
- UKM76 - Falkirk
- UKM77 - Perth & Kinross and Stirling
- UKM78 - West Lothian
- UKM91 - Scottish Borders

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

The scope of this agreement is the supply and delivery of a range of Fresh Specialist Bakery Products and associated products, materials and services as detailed in the Invitation to Tender documents and appendices to multiple sites and locations across Southeast of Scotland (Stirling, Edinburgh, Lothian & Borders) as detailed in Appendix E - List of Institutions.

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

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements.

#### **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.

## **II.2) Description**

### **II.2.1) Title**

Lot 2E: Specialist Bakery Products (West of Scotland (Greater Glasgow, Argyll, Renfrewshire & Ayrshire))

Lot No

10

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

- 15811100 - Bread
- 15612500 - Bakery products
- 15812200 - Cakes
- 15810000 - Bread products, fresh pastry goods and cakes

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

NUTS codes

- UKM8 - West Central Scotland

- UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond
- UKM82 - Glasgow City
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire
- UKM84 - North Lanarkshire
- UKM9 - Southern Scotland
- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM94 - South Ayrshire
- UKM95 - South Lanarkshire
- UKM92 - Dumfries & Galloway

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

The scope of this agreement is the supply and delivery of a range of Fresh Specialist Bakery Products and associated products, materials and services as detailed in the Invitation to Tender documents and appendices to multiple sites and locations across West of Scotland (Greater Glasgow, Argyll, Renfrewshire & Ayrshire) as detailed in Appendix E - List of Institutions.

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

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements.

### **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.

## **II.2) Description**

### **II.2.1) Title**

Lot 1E: Bakery Products including Bread & Rolls and Savoury Items (West of Scotland (Greater Glasgow, Argyll, Renfrewshire & Ayrshire))

Lot No

5

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

- 15612500 - Bakery products
- 15811100 - Bread
- 15811200 - Rolls
- 15821200 - Sweet biscuits
- 15810000 - Bread products, fresh pastry goods and cakes

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

NUTS codes

- UKM8 - West Central Scotland
- UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond
- UKM82 - Glasgow City
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire
- UKM84 - North Lanarkshire
- UKM9 - Southern Scotland
- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM94 - South Ayrshire
- UKM95 - South Lanarkshire
- UKM92 - Dumfries & Galloway

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

The scope of this agreement is the supply and delivery of a range of Fresh Bakery Products, including bread & rolls and Savoury items and associated products, materials and services as detailed in the Invitation to Tender documents and appendices to multiple sites and locations across West of Scotland (Greater Glasgow, Argyll, Renfrewshire & Ayrshire) as detailed in Appendix E - List of Institutions.

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

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements.

#### **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

Not Applicable

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

Minimum level(s) of standards possibly required

Please refer to question 4B.5 of the SPD and Economic and Financial standing section of the Contract Notice. Tenderers must confirm they can provide the following supporting evidence prior to award:

All Lots: Employer's (Compulsory) Liability Insurance = 5,000,000 GBP

All Lots: Product Liability Insurance = 5,000,000 GBP

All Lots: Public Liability Insurance = 5,000,000 GBP

To demonstrate and evidence suitable economic standing, successful Contractors will be required to provide 2 years audited accounts or equivalent if awarded the Framework Agreement.

Alternatively, if the Contractor is unable to provide the requiring accounting information, eg. a new business without the required accounts then they will be required to provide a bankers letter demonstrating their willingness to support the Contractors organisation over the term of the Framework Agreement.

Please refer to 4B.6 of the SPD.

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

Minimum level(s) of standards possibly required

Tenderers must confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This includes

confirmation that they have the systems in place to pay subcontractors through the supply chain promptly (i.e. no later than 30 days after the invoice (or similar claim) relating to the payment is presented) and effectively, and provide

evidence when requested of:

a) their standard payment terms

b)  $\geq 95\%$  of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year

If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

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

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

Submission of Management Information:

Following commencement of the Framework Agreement, the Contractor will provide a performance report to the Authority on a quarterly basis to include spend by Institution under the Framework Agreement for the reporting period.

Contractors must provide the information on a quarterly basis, within 10 working days following the start of each quarter. Data must be uploaded to the website: <http://ucsp.ac.uk/> using the template provided (template shall be provided during the lead-in period). The supplied template is the only format permissible and should contain Contractor name, tender reference, total net spend by institution each month. If there has been no spend for the quarter, then this will still require you to log in and record a nil spend return.



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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

Envisaged maximum number of participants to the framework agreement: 30

#### **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**

Originally published as:

Date

18 December 2023

Local time

12:00pm

Changed to:

Date

9 January 2024

Local time

12:00pm

See the [change notice](#).

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

English

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

Date

18 December 2023

Local time

1:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 48 months

### **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**

Tenderers must be able to price and supply a minimum of:

65.8% of the products listed in the core product list for Lot(s) 1A-E and

65.7% of the products listed in the core product list for Lot(s) 2A-E

of each geographical Lot bid for.

Tenderer must also be able to provide delivery services to:

60% of Institutions noted as having a requirement for Lot 1A and Lot 2A and;

100% of Institutions noted as having a requirement for Lot(s) 1B-1E and Lot(s) 2B-2E

#### Form of Tender

Tenderers must sign Form of Tender - Appendix A prior to award to confirm that their Tender Response is a complete, true and accurate submission.

#### Freedom of Information

Please confirm that you will be in a position to complete, prior to award, Appendix B - Freedom of Information(if applicable) in the

Technical Questionnaire. This information should only be submitted if applicable at point of award. It is for information only and will not be scored.

#### Sustain Supply Chain Code of Conduct

The Authority has developed a Sustain Supply Chain Code of Conduct- Appendix D which sets out its

expected standards for its supply chain in social, ethical and environmental compliance. Tenderers must complete the Sustain Supply Chain Code of Conduct prior to award to assist in achieving its objectives.

#### Serious Organised Crime

Please complete “Appendix G – Declaration of Non-Involvement in Serious Organised Crime” in the Technical Questionnaire. Tenderers must complete the Declaration of Non-Involvement in Serious Organised Crime. It is for information only and will not be scored but it is a requirement of this tender and will be included in the assessment of tender responses and in contractual terms.

#### Human Trafficking & Labour Exploitation

Please complete “Appendix H – Declaration of Non-Involvement in Human Trafficking & Labour Exploitation” in the Technical Questionnaire. Tenderers must complete the Declaration of Non-Involvement in Human Trafficking & labour Exploitation.

It is for information only and will not be scored but it is a requirement of this tender and will be included in the assessment of tender responses and in contractual terms.

#### SCM Responsible Procurement Supply Chain Evaluation Tool: Section 1

Please complete “Appendix I – SCM Responsible Procurement Supply Chain Evaluation Tool: Section 1” in the Technical Questionnaire. Tenderers must complete the SCM Responsible Procurement Supply Chain Evaluation Tool: Section 1. It is for information only and will not be scored but is a requirement of this tender and will be included in the contractual terms.

#### List Of Institutions

Tenderers must complete and return Appendix E - List of Institutions to confirm their ability to service the required coverage levels.

#### Prompt Payment

Tenderers must confirm that payment of subcontractors at all stages of the supply chain will be made within a maximum of 30 days and that this will be managed. It is for information only and will not be scored but is a requirement of this tender and will be included in the contractual terms.

#### Living Wage Status

Please provide details on your position on the Real Living Wage. This information should be submitted in the Technical envelope in PSC-T. It is for information only and will not be scored.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25579. 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:

The Contractor will work with the Authority to deliver Community Benefits or social value where they are identifiable throughout the term

of the Framework Agreement. Examples of Community Benefits or social value are: providing training opportunities to staff and students and investment in the local community.

(SC Ref:749798)

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

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

Sheriff Court House

Viewfield Place,

Stirling

FK8 1NH

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/stirling-sheriff-court-and-justice-of-the-peace-court>