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Tender

## **Audit Scotland Cleaning Services**

Audit Scotland

F02: Contract notice

Notice identifier: 2022/S 000-034192

Procurement identifier (OCID): ocds-h6vhtk-038a31

Published 2 December 2022, 1:18pm

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

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

Audit Scotland

102 West Port

Edinburgh

EH3 9DN

#### **Email**

[cpentland@audit-scotland.gov.uk](mailto:cpentland@audit-scotland.gov.uk)

#### **Telephone**

+44 01316251630

#### **Country**

United Kingdom

#### **NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

[www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00428](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00428)

**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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

Body governed by public law

**I.5) Main activity**

Other activity

Audit

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## **Section II: Object**

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

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

Audit Scotland Cleaning Services

Reference number

2022/SD/CAP

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

- 90919200 - Office cleaning services

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

Services

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

The scope of works in this Specification covers cleaning services, including window cleaning, internal glazed partition cleaning, and removal of waste to common area in buildings.

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

Value excluding VAT: £265,000

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

This contract is divided into lots: No

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

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

- 90919200 - Office cleaning services

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

NUTS codes

- UKM - Scotland

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

Audit Scotland, “the Authority” is seeking to engage a Cleaning Service Contractor to be responsible for all cleaning activities associated with the offices in Edinburgh and Glasgow with the ability to:

- Service modern professional open plan offices (including internal windows and glass partitions)
- Deliver a high standard of service within a standard office working environment
- Clean a variety of different surfaces including specialist finishes
- Implement sustainability
- Deliver best practice solutions

This includes the administration, management, and co-ordination of all services and supplies to deliver the cleaning service.

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

Quality criterion - Name: Service Delivery / Weighting: 15%

Quality criterion - Name: Policies, Systems and Health and Safety / Weighting: 20%

Quality criterion - Name: Business Continuity / Weighting: 20%

Quality criterion - Name: Environmental and Sustainability / Weighting: 20%

Quality criterion - Name: Mobilisation / Weighting: 10%

Quality criterion - Name: Customer Relationship / Weighting: 10%

Quality criterion - Name: Fair Work Practices / Weighting: 5%

Cost criterion - Name: Cost / Weighting: 30%

#### **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 option to extend for a further 24 months will apply

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

Minimum level(s) of standards possibly required

4B.6 -Bidders must demonstrate Current Ratio values for the most recent two years and it is a minimum requirement that the ratios are within the acceptable range of not less than 0.8. The Ratio is to be calculated as follows: Total Net Current Assets/Total Net Current Liabilities. To achieve a pass, bidders must demonstrate a current ratio value of no less than 0.8 for the most recent two years.

4B.5- it is a requirement that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurances as detailed below:

Employer's (Compulsory) Liability Insurance = 5 million GBP

it is a requirement that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurances as detailed below:

Public Liability = 1 million GBP

Professional Indemnity = 1 million GBP

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

Minimum level(s) of standards possibly required

4D.1 The bidder must hold OHSAS 18001 and ISO 14001 or Equivalent

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

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

The Contract will be subject to a performance management system with KPI's.

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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

20 January 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

20 January 2023

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**

real Living Wage - Tenderers are asked to confirm that they will pay staff that are involved in the delivery of services under the contract, at least the real Living Wage.

Please note that tenderers who fail to answer “Yes” to this question will not have their tender considered further or proceed to the Price/Quality ratio calculation.

Data Protection - Response must achieve a minimum moderated average 2 or higher score.

Please note that tenderers who fail to achieve a 2 to this question will not have their tender considered further or proceed to the Price/Quality ratio calculation.

Site Visits - 1 x Pre-tender site visit. Should Tenderers wish to attend a pre-tender site visit to be able to view the sites prior to submitting their tender submission, please note the following day and times for such visits:

Edinburgh – 15th December 2022 at 12:00 pm

Glasgow – 16th December 2022 at 12:00 pm

Please contact: [Facilities@ishare.audit-scotland.gov.uk](mailto:Facilities@ishare.audit-scotland.gov.uk) to confirm your attendance at both site visits. Audit Scotland shall confirm arrangements to the site visits on the PCS portal no later than 9th December 2022.

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=715597](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=715597).



The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:715597)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom