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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

Telephone

+44 01316251630

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

www.audit-scotland.gov.uk

Buyer's address

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Audit

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

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.

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

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 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.

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.

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