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Tender

EBC Cleaning Services

Elmbridge Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-035494

Procurement identifier (OCID): ocds-h6vhtk-04b356

Published 1 November 2024, 2:07pm

Section I: Contracting authority

I.1) Name and addresses

Elmbridge Borough Council

Civic Centre, High Street, Esher

Esher

KT10 9SD

Email

rboyle@elmbridge.gov.uk

Country

United Kingdom

NUTS code

UKJ25 - West Surrey

Internet address(es)

Main address

<http://www.sesharedservices.org.uk/esourcing>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<http://www.sesharedservices.org.uk/esourcing>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.sesharedservices.org.uk/esourcing>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

EBC Cleaning Services

Reference number

EBC - 038122

II.1.2) Main CPV code

- 90900000 - Cleaning and sanitation services

II.1.3) Type of contract

Services

II.1.4) Short description

Elmbridge Borough Council is initiating a Restricted Procedure tender for Cleaning Services at the Council's premises in accordance with the Public Contracts Regulations 2015. Supplier(s) will be required to provide full cleaning services. The Council has approximately 16 buildings that include Elmbridge Borough Council offices and Transport Hub, Centres for the Community, a Community Hub/CAB, and Public Conveniences. The Services have been divided into the following work packages (Lots):(i) Lot 1 – Civic Centre, Esher;(ii) Lot 2 – Six centres for the community, the Walton Community Hub/Citizens Advice Bureau, and a Transport Hub;(iii) Lot 3 – Eight public conveniences within the borough. The Council proposes to enter into a Contract with the successful Bidder(s) to provide cleaning services for the above Lots for an initial 3 year term with the option to extend for a further 2 x 12 month periods (total 5 years). The anticipated service commencement date is 1 February 2025.

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

Cleaning Services for Elmbridge Borough Council Civic Centre

Lot No

1

II.2.2) Additional CPV code(s)

- 90910000 - Cleaning services
- 90919200 - Office cleaning services

II.2.3) Place of performance

NUTS codes

- UKJ25 - West Surrey

II.2.4) Description of the procurement

Cleaning Services for Elmbridge Borough Council Civic Centre

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Option to extend for 2 x 12 month periods

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) Description

II.2.1) Title

Cleaning Services for Six centres for the community, the Walton Community Hub/Citizens Advice Bureau, and a Transport Hub

Lot No

2

II.2.2) Additional CPV code(s)

- 90910000 - Cleaning services
- 90919200 - Office cleaning services

II.2.3) Place of performance

NUTS codes

- UKJ25 - West Surrey

II.2.4) Description of the procurement

Cleaning Services for Six centres for the community, the Walton Community Hub/Citizens Advice Bureau, and a Transport Hub

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Option to extend for 2 x 12 month periods

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) Description

II.2.1) Title

Cleaning Services for Eight public conveniences within the borough

Lot No

3

II.2.2) Additional CPV code(s)

- 90910000 - Cleaning services
- 90919200 - Office cleaning services

II.2.3) Place of performance

NUTS codes

- UKJ25 - West Surrey

II.2.4) Description of the procurement

Cleaning Services for Eight public conveniences within the borough

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Option to extend for 2 x 12 months periods

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 IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

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

Date

2 December 2024

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

5 December 2024

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Elmbridge Borough Council

Esher

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The ITT is to be completed electronically using the SE Shared Services Procurement e-Sourcing portal. <http://www.sesharedservices.org.uk/esourcing> The SE Shared Services e-Sourcing portal provides a web-based tool that enable the Council and Potential Bidders to conduct the strategic activities of the procurement lifecycle over the internet. It provides a simple, secure and efficient means for managing tendering and quotation activities reducing the time and effort required for both buyers and Potential Bidders. Before completing a Bid, Bidders should ensure that the email address that has been used to register with the e-tendering portal is checked regularly as the e-tendering portal will generate automatic notifications to this email address when there are updates, changes or messages sent to the project or from the project team. Bidders should also check that their organisation details are correct and up to date. Please do not contact Elmbridge Borough Council directly. All technical queries regarding access to and submission of the Bid document should be directed to the e-tendering portal help desk: In-Tend Support: 0844 272 8810 Email: support@in-tend.com