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Contract

Workplace Services Support

Scottish Parliamentary Corporate Body

F03: Contract award notice

Notice identifier: 2024/S 000-036539

Procurement identifier (OCID): ocds-h6vhtk-0469a8

Published 12 November 2024, 11:05am

Section I: Contracting authority

I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

Email

Nadia.Smith@parliament.scot

Telephone

+44 1313485000

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.parliament.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284

I.4) Type of the contracting authority

Other type

Devolved Parliament

I.5) Main activity

Other activity

Legislative Body

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Workplace Services Support

Reference number

NIC-SER-511

II.1.2) Main CPV code

- 98341120 - Portering services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to provide comprehensive Workplace Services Support within their Premises. This includes but is not limited to: Setting up spaces for events of all sizes, setting up equipment for meetings, movement of furniture, adjustments to furniture items, mail drop-off and pick up service, replacement of toner and paper for MFDs and printers, raising and lowering of flags on the external flagpoles etc. Setting up spaces for events of all sizes, setting up equipment for meetings, movement of furniture, adjustments to furniture items, mail drop-off and pick up service, replacement of toner and paper for MFDs and printers, raising and lowering of flags on the external flagpoles etc.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £1,875,727

II.2) Description

II.2.2) Additional CPV code(s)

- 98341120 - Portering services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to provide comprehensive Workplace Services Support within the Premises. The Workplace services Support includes but is not limited to: setting up spaces for events of all sizes, setting up equipment for meetings, movement of furniture, adjustments to furniture items, mail drop-off and pick up service, replacement of toner and paper for MFDs and printers, raising and lowering of flags on the external flagpoles etc.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

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.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-016168](#)

Section V. Award of contract

Contract No

NIC-SER-511

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

30 October 2024

V.2.2) Information about tenders

Number of tenders received: 3

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 3

Number of tenders received by electronic means: 3

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

SODEXO Limited

1 Southampton Row

London

WC1B 5HA

Telephone

+44 7834506952

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £1,875,727

Section VI. Complementary information

VI.3) Additional information

For this contract, the minimum cyber security requirement will be Cyber Essentials certification (or equivalent).

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26771.

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:

Community benefits will apply to this contract and are a mandatory requirement. Full details can be found within the tender documentation.

(SC Ref:783066)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court House

Sheriff Court House, 27 Chambers Street,

Edinburgh

EH1 1LB

Email

Nadia.Smith@parliament.scot

Telephone

+44 000001313485000

Country

United Kingdom