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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](mailto: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](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

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## **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

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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.2.1) Previous publication concerning this procedure**

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

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## **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

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**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](mailto:Nadia.Smith@parliament.scot)

Telephone

+44 000001313485000

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United Kingdom