

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/036808-2024>

Tender

## High Level Maintenance

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2024/S 000-036808

Procurement identifier (OCID): ocds-h6vhtk-04b658

Published 14 November 2024, 10:14am

The closing date and time has been changed to:

**20 January 2025, 12:00pm**

See the [change notice](#).

## Section I: Contracting authority

### I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

### Contact

Nigel MacGillivray

### Email

[procurement@parliament.scot](mailto:procurement@parliament.scot)

## **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.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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

## **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**

High Level Maintenance

Reference number

NIC-SER-510

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

- 50000000 - Repair and maintenance services

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

Services

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

The Scottish Parliamentary Corporate Body (SPCB) requires a Service Provider to deliver high level building fabric maintenance services.

This involves Planned Preventative Maintenance (PPM), reactive, minor and project change works activities to be undertaken on the high level internal and external building fabric at the Scottish Parliament Building, Holyrood, Edinburgh.

The service will also include hard and soft landscaping maintenance and bird pest control.

Due to the design and complexity of the building, much of the fabric maintenance is only accessible via rope access.

It is considered the highest risk work activity that is undertaken on-site at the Parliament. The SPCB therefore require a specialist Service Provider, with a team based on-site at Holyrood who report directly to the SPCB Facilities Management Team.

The Service Provider must hold full Industrial Rope Access Trade Association (IRATA) Operator membership and maintain this for the duration of the Contract.

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

This contract is divided into lots: No

## **II.2) Description**

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

- 70332000 - Non-residential property services
- 45112700 - Landscaping work
- 90620000 - Snow-clearing services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

The Scottish Parliament, EH99 1SP

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

The Scottish Parliamentary Corporate Body (SPCB) requires a Service Provider to carry out all high level, internal and external aspects of building fabric maintenance including building and window cleaning.

The range of services includes:

- all planned preventative maintenance for all the external and internal fabric of the buildings

- all reactive building fabric maintenance work on an ad-hoc basis above finished floor height
- external cleaning (including windows)
- internal cleaning (including windows)
- maintenance and coatings/finishes from the finished floor upwards
- internal and external ceiling and roof repairs
- cleaning and maintenance of external landscaping
- the provision of bird control measures such as, netting, cleaning and removal
- minor works and project change works.
- snow clearing, proactive and reactive winter gritting
- operation and maintenance of specialist access, lifting and cleaning equipment.
- operation of flying drone survey equipment.

It is anticipated that the contract work will be delivered by a combination of the Service Provider's in house resource and key subcontracts.

The Service Provider must hold full Industrial Rope Access Trade Association (IRATA) Operator membership and maintain this for the duration of the Contract.

Payment of the Real Living Wage is mandatory as part of the contract conditions. Further information can be found within the tender documentation.

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

Quality criterion - Name: Technical / Weighting: 60

Cost criterion - Name: Price / Weighting: 40

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Optional extensions which do not collectively exceed 60 months to be exercised at the sole discretion of the SPCB.

#### **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.2.14) Additional information**

IRATA - It is a requirement that the Service Provider must hold full IRATA Operator membership and maintain this for the duration of the Contract.

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

Transfer of Undertakings (Protection of Employment) (TUPE) Regulations 2006 apply to this Contract.

---

## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

In relation to the SPD:

4A.1: not used

4A.2: not used

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

List and brief description of selection criteria

The Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the financial standing of tenderers. We highly recommend that tenderers review their financial performance on Creditsafe to understand their credit score rating which will be used by the SPCB to evaluate the financial standing of the tenderer and that they read the information about how that data is collected and used prior to submitting a tender.

Information and the opportunity to run a free report can be found at <https://www.creditsafe.com/gb/en.html>

The SPCB requires tenderers to have a Creditsafe Risk Score of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit risk score than 40 on Creditsafe and has the backing of a parent company with a credit risk score of 40 or higher, then the provision of a parent company guarantee will be required prior to the award of any contract. If a tenderer has a lower credit risk score than 40 and cannot provide a parent company guarantee, they must submit evidence to support a stable and improved financial standing with their tender or the tender may be rejected. If no evidence is provided with the tender or the evidence provided is not sufficient to demonstrate a satisfactory financial position to the satisfaction of the SPCB (whose decision in this regard shall be final), then the tender will be rejected and will not be evaluated further.

If a tenderer is not listed on Creditsafe, for whatever reason, then it will be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried

out. If the information provided does not, in the SPCB's opinion, demonstrate a satisfactory financial position, the bid may be rejected.

Minimum level(s) of standards possibly required

Insurances to be held for the duration of the Contract.

Employer's (Compulsory) Liability Insurance GBP 10M

Public Liability GBP 10M

Products Liability GBP 5M

Works and Materials GBP 5M

Professional Indemnity GBP 1M

Hire in Plant cover GBP 1M

Damage and liability for drones and UAV use. GBP 5M

Damage and liability for use of Polaris Ranger EV Vehicle GBP 20M

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

List and brief description of selection criteria

Full Selection Criteria details can be found in the SPD within the PCS Tender System. The SPD is evaluated on a pass/fail basis. Should your organisation fail any sections of the SPD your tender will not be evaluated and will be excluded from the tender process

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

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

In order to ensure the highest standards of service quality in this contract the SPCB requires the contractor to take a positive approach to fair work practices. Full details of all performance conditions are set out in the procurement documents.



---

## **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**

Originally published as:

Date

10 January 2025

Local time

12:00pm

Changed to:

Date

20 January 2025

Local time

12:00pm

See the [change notice](#).

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

10 January 2025

Local time

12:00pm

---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Est 2033

### **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**

Please note there are minimum requirements concerning Cyber Security for this contract to which a pass/fail marking will attach.

Tenderers will be required to complete a Supplier Cyber Assurance Questionnaire. The questionnaire will be aligned to a Cyber Risk Profile that has been established for the contract, based on the SPCB's assessment of cyber risk.

For this contract, minimum requirements also include the holding of Cyber Essentials Certification (or equivalent).

Further details will be set out in the procurement documents.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27627. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

It is considered disproportionate for all service related sub-contracting requirements through PCS as they will be routine maintenance related service requirements that are relatively low value.

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.

Bidders are invited to propose benefits against any of the following areas:

- Employability initiatives
- Education and Career Advice
- Social Enterprise - Charity
- Community Initiatives

Further information can be found in the tender documents.

(SC Ref:780519)

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

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

The Scottish Parliament

Holyrood, Edinburgh

Edinburgh

EH99 1SP

Email

[procurement@parliament.scot](mailto:procurement@parliament.scot)

Country

United Kingdom

**VI.4.4) Service from which information about the review procedure may be obtained**

Edinburgh Sheriff Court House

Sheriff Court House 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom