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Tender

Removal Services

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2024/S 000-036829

Procurement identifier (OCID): ocds-h6vhtk-04b665

Published 14 November 2024, 11:25am

Section I: Contracting authority

I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

Email

procurement@parliament.scot

Telephone

+44 1313486617

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.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>

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

Removal Services

Reference number

NIC-SER-515

II.1.2) Main CPV code

- 98392000 - Relocation services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Parliamentary Corporate Body (SPCB) requires a contractor to provide a comprehensive office removal and relocation service for MSP local offices located across Scotland, independent Officeholders based primarily in Edinburgh and homeworkers based across Scotland and Northern England.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Scotland and Northern England

II.2.4) Description of the procurement

The Scottish Parliamentary Corporate Body (SPCB) requires the Contractor to provide a comprehensive office removal and relocation service for MSP local offices located across Scotland, independent Officeholders based primarily in Edinburgh and homeworkers based across Scotland and Northern England. Deliveries to and uplifts from the Parliament Building, Holyrood and the SPCB's off-site storage facility (currently Edinburgh) and furniture contractor (currently West Lothian) will be required Hire of crates, and purchase of cardboard packing boxes may be required.

Usage will vary, however during and after election periods usage is likely to increase significantly.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Cost criterion - Name: Cost / Weighting: 50

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

Up to 36 months at the sole discretion of the SPCB

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

If there is a tie for 5th place then the candidate who scored highest from the tied candidates in question 4C.1.2 (i) will be invited. If there is still a tie after question 4C.1.2 (i) has been considered then all those candidates still tied for 5th place will be invited to tender

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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

SPD question 4A.1 - Not used

SPD question 4A.2 - Not used

III.1.2) Economic and financial standing

List and brief description of selection criteria

For SPD question 4B.1 to 4B.4 - Not used

For SPD question 4B.5 It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employers Liability Insurance 5,000,000GBP

Public Liability Insurance 1,000,000GBP

For SPD question 4B.6 - 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

<http://www.creditsafe.com/products/business-credit-reports/>

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

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.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD question 4C.1 - Not used

For SPD question 4C.1.2 - Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the Contract Notice or the relevant section of the Site Notice. Any submission that does not demonstrate experience in delivering the services will be regarded as a fail and will not be considered further.

Please note that weightings have been applied to the subsection of 4C.1.2 as follows:

(i) 35% (ii) 20% (iii) 20% (iv) 25%.

Scores will be allocated according the following matrix:

0 Unacceptable - Nil or inadequate response. Fails to demonstrate previous experience relevant to this criterion.

1 Poor - Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience.

2 Acceptable - Response is relevant and acceptable. The response demonstrates broad previous experience but lack detail in some aspects.

3 Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of relevant experience.

4 Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough relevant experience.

SPD question 4C.2 - 4C.3 - Not used

For SPD question 4C.4 - if bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking system to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of: a) their standard payment terms b) $\geq 95\%$ of all supply chain invoices

being paid on time (in accordance with the terms of contract) in the last financial year. If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

SPD Question 4C.5 to 4C.6 Not used

For SPD Question 4C.7 - Bidders will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond, including knowledge of their emissions sources and actions to address these.

Accepted evidence includes but is not limited to: - a completed copy of the Bidder 'relevant contract' Climate Change Plan Template, including planned projects and actions to reduce the bidder's carbon emissions. This does not need to contain calculated carbon emissions.

Template plans and guidance on how Bidder Climate Change Plans are evaluated is available on the Sustainable Procurement Tools: Sustainable Procurement (sustainableprocurementtools.scot)

SPD question 4C.8 to 4C.12 - Not used

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

Restricted 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

16 December 2024

Local time

2:00pm

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

24 January 2025

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: Yes

Estimated timing for further notices to be published: 8 years after award date

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

The bidder must be able to meet the SPCB's minimum requirements in respect of Cyber Security for this Contract.

The Cyber Risk Profile for this contract is moderate, based on the Scottish Cyber Assessment Service. At tender stage the bidder must, by means of completion of the Supplier Assurance Questionnaire (SAQ) demonstrate and maintain cyber security measures to meet a pass mark against this assessment. For assurance purposes, the SPCB requires tenderers to hold Cyber Essentials certification (or equivalent).

At tender stage bidders must meet minimum scores in relation to capacity and short notice requirements. Full details will be provided in the tender documentation.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27636. For more information see:

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

(SC Ref:780504)

VI.4) Procedures for review

VI.4.1) Review body

THE SCOTTISH PARLIAMENT

Holyrood Road

EDINBURGH

EH99 1SP

Email

procurement@parliament.scot

Country

United Kingdom

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chamber Street

Edinburgh

EH1 1LB

Country

United Kingdom