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Tender

## **Provision Of Fire Risk Assessments**

Glasgow Life (Culture & Sport Glasgow)

F02: Contract notice

Notice identifier: 2023/S 000-037158

Procurement identifier (OCID): ocds-h6vhtk-042689

Published 18 December 2023, 3:46pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Glasgow Life (Culture & Sport Glasgow)

38 Albion Street

Glasgow

G1 1LH

#### **Contact**

Jason Starrs

#### **Email**

[jason.starrs@glasgowlife.org.uk](mailto:jason.starrs@glasgowlife.org.uk)

#### **Telephone**

+44 1412875923

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

[www.glasgowlife.org.uk](http://www.glasgowlife.org.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10287](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10287)

**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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

General public services

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Provision Of Fire Risk Assessments

Reference number

CSG005712

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

- 79417000 - Safety consultancy services

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

Services

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

Provision Of Fire Risk Assessments.

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

This contract is divided into lots: No

### **II.2) Description**

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

- 71317210 - Health and safety consultancy services

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

NUTS codes

- UKM82 - Glasgow City

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

There is a requirement for Fire Risk Assessments to be carried out at various Glasgow Life Venues. There is a confirmed list of 88 properties and 17 potential properties. It will be at Glasgow Life's sole discretion if the potential properties proceed or not.

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

### **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

After two years there will be one 12 month extension option to be taken at Glasgow Life's sole discretion.

### **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

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

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

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

List and brief description of selection criteria

Bidders must comply with the undernoted financial requirements in order to participate in the tendering process:-

There is a minimum financial requirement that affects trading performance, and balance sheet strength. Financial requirements for trading performance and balance sheet strength should be calculated on latest filed accounts with Companies House.

#### Trading Performance

An overall positive outcome on pre tax profits over a 3 year period, Exceptional items can be excluded from the calculation. The above would be expressed in the ratio Pre-Tax Profit/Turnover.

#### Balance Sheet strength

Net worth of the organisation must be positive at the time of evaluation and organisation must not be subject to an insolvency process. Intangibles can be included for purposes of the Total Assets figure. The above would be expressed in the ratio Total Assets/Total Liabilities.

If an applicant is only required to file abbreviated accounts with Companies House, then in the event of the company being successful in the procurement process, full set of accounts will be required in order to verify the above ratios have been complied with.

An applicant should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Applicants who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

If the pandemic has had an adverse affect on the latest set of accounts filed with Companies House, Glasgow Life will take that into account in determining financial suitability for the contract.

The above, however, should not impinge on the financial viability of the company, as defined by the ratios set out in the above financial requirements. The above, however, should not impinge on the financial viability of the company, as defined by ratios set out in the above financial requirements.

Glasgow Life reserves the right, at its own discretion, to seek such other information from the Bidder in accordance with Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing.

Minimum level(s) of standards possibly required

Minimum level(s) of standards required: Employers (Compulsory) Liability Insurance Bidder shall take out and maintain, throughout the period of their services, Employer's Liability insurance to the value of at least TEN MILLION POUNDS STERLING (10,000,000 GBP) in respect of any one claim and unlimited in the period. Public Liability Insurance Bidder shall take out and maintain, throughout the period of their services, Public Liability insurance to the value of at least FIVE MILLION POUNDS STERLING (5,000,000 GBP) in respect of any one claim and unlimited in the period. Professional Indemnity Insurance Bidder shall take out and maintain throughout the period of their services and for a further 1 year on completion of their service, Professional Indemnity insurance to the value of a minimum ONE MILLION POUNDS STERLING (1,000,000 GBP) in respect of any one claim and in the aggregate. Motor Liability Insurance Where the Services require the Supplier to use a motor vehicle in areas where members of the public are situated, third party motor liability insurance to TWENTY MILLION POUNDS STERLING (20,000,000 GBP) for third party property damage caused by a private vehicle, TEN MILLION POUNDS STERLING (10,000,000 GBP) for third party property damage caused by a non-private vehicle, and unlimited in relation to death or bodily injury caused by a private or non-private vehicle. The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for other EU member states by The Company and any organisation shall not sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, unless The Company agrees otherwise. It is the express responsibility of the lead organisation to ensure this is the case. Should the Bidder not have the specified insurances at the time of tendering then, the Bidder must certify in their response to the SPD that the specified insurance will be obtained.

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

List and brief description of selection criteria

Bidders are required to provide evidence of three previous examples of similar scale contracts carried out by your organisation within the last five years which demonstrates you have the relevant experience required to undertake this contract as detailed in the Qualification Envelope Question 4C1.2. Minimum level(s) of standards required: A minimum pass mark of 60 out of 100 is required overall for this question. Any Bidder who fails to achieve the minimum score for this question will be excluded at this stage.

## **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**

Date

26 January 2024

Local time

12:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 27 May 2024

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

Date

26 January 2024

Local time

12:00pm

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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2027

### 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

Additional information Re SPD Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2 bidders must hold the certificates or comply with the questions noted in SPD 4D attached at <https://www.glasgow.gov.uk/index.aspx?articleid=19621> Freedom of Information Act - Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information they wish Glasgow Life to consider withholding is specifically indicated on the FOI Certificate contained in the buyers attachments area within the PCS Tender portal (NB Glasgow Life does not bind itself to withhold this information). Tenderers Amendments - The tenderer must enter any clause, condition, amendment to specification or any other qualification he may wish to make conditional to this offer. Buyers will be required to complete the tenderers amendment certificate contained in the buyers attachment area within PCS Tender portal. Prompt Payment - The successful tenderer shall, as a condition of being awarded the tender, be required to demonstrate to Glasgow Life's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt. The successful tenderer shall also impose this condition on its subcontractors in respect of payments due to any sub-sub-contractors, if any. Buyers will be required to complete the prompt payment certificate contained in the buyers attachment area within PCS Tender portal. Bidders will be required to complete the Non-Collusion certificate contained in the buyers attachments area within the PCS Tender portal Terms and Conditions are located within Section 3 of the ITT document. <https://www.sdpscotland.co.uk/> The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24691. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343> C

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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 questions will be asked within the technical envelope.

(SC Ref:738351)

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

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

Glasgow Sheriff Court and Justice of the Peace

1 Carlton Place

Glasgow

G6 9TW

Email

[glasgow@scotscourt.gov.uk](mailto:glasgow@scotscourt.gov.uk)

Telephone

+44 141429888

Country

United Kingdom