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Tender

University Sports Clothing

University Of Edinburgh

F02: Contract notice

Notice identifier: 2024/S 000-037771

Procurement identifier (OCID): ocds-h6vhtk-0493f0

Published 22 November 2024, 10:29am

Section I: Contracting authority

I.1) Name and addresses

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

Contact

James Clarke

Email

jclarke5@ed.ac.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.ed.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

University Sports Clothing

Reference number

EC1036

II.1.2) Main CPV code

- 18000000 - Clothing, footwear, luggage articles and accessories

II.1.3) Type of contract

Supplies

II.1.4) Short description

The University of Edinburgh will very shortly be going out to tender for the supply of sports clothing. A supplier will be required to provide high quality corporate clothing for University of Edinburgh Sport over the next six years (3 year initial term with the option to extend for an additional 3 years). Clothing requirements include leisure wear (staff uniform), team wear, fan wear, and high performance wear. This requirement will encompass the supply of high-quality garments, which are durable, functional, stylish, fitted and affordable. Male and female “cuts” are expected within the overall context of quality performance and design.

II.1.5) Estimated total value

Value excluding VAT: £2,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 18412000 - Sportswear

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The University of Edinburgh has a requirement to establish contracting arrangements for the Supply of Clothing for The University of Edinburgh Sport.

It is proposed this procurement will be conducted through the use of the Open Procedure. The evaluation process shall be as follows.

The SPD (Scotland) will include a series of Minimum Standards in relation to mandatory and discretionary criteria which govern the public sector and this specific requirement. These are pass/fail requirements and failure to provide adequate evidence on request of how these requirements shall be met will result in automatic exclusion from the Tendering process. Each Bidder passing the Minimum Standards will then be subject to a technical and commercial evaluation.

The Technical section is allocated a total weighting of 80 percent. The technical evaluation shall be split into two stages: "Stage 1 - Written Responses" (60% weighting) and "Stage 2 - Sample Products" (20% weighting). Scores shall be allocated based on the total percentage achieved by the response out of the maximum possible percentage. This takes into account the score out of 4 and the weighting allocated to individual questions. For example if a question is weighted 10 percent and the submission scores 3 points out of 4 for that question then the score achieved will be 7.5 percent out of a possible 10 percent. Bidders will be required to achieve a minimum score of 50% (30% once weightings are applied) or more for their Written Responses. Each supplier achieving a score greater or equal to 50% will only then progress through to the commercial evaluation.

Commercial (Price) shall be allocated a total weighting of 20 percent. 15% is allocated to a basket of goods approach. The basket of goods is split into four lots: 1. University of Edinburgh Sport Leisure Wear (staff uniform) attributed a sub-weighting of 5%; 2. University of Edinburgh Sport Team Wear (student athlete) attributed a sub-weighting of 5%; 3. University of Edinburgh Fan Wear (supporters retail range) attributed a sub-weighting of 2.5%; 4. University of Edinburgh High Performance Wear (elite / pro athlete) attributed a sub-weighting of 2.5%. The remaining 5% is allocated to example sports club 'team wear' purchases. These examples are for: 1. Rugby, Hockey, Football; and 2. Cricket, Golf. The

weighting has been split equally at 2.5% per range of sports club team wear examples. The Bidder with the lowest total cost of all the items within the specific lot/example will receive full marks for that lot/example and other bids will be allocated a score pro-rata. Bidder's scores for the four lots and two sports club kit examples will be added together to determine their total price score out of 20.

Sample Products shall be allocated a total weighting of 20 percent. Following evaluation of written responses, the technical scores from the written responses (allocated 60%) will be calculated and combined with the Commercial scores (allocated 20%) to calculate the total scores for stage 1. Only the top scoring Bidders (i.e. those who are arithmetically capable of winning the tender), up to a maximum of the top 4 scoring Bidders, will be invited to participate in Stage 2 - Sample Products.

Both Technical and Commercial scores will be added together at the end of the evaluation process to calculate the most economically advantageous tender.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 80

Price - Weighting: 20

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

Duration in months

72

This contract is subject to renewal

Yes

Description of renewals

The initial contract period is 3 years with one option to extend for a further 3 years (3 + 3).

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

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

SPD 4B.1.1 - Bidders will be required to have a “general” yearly turnover threshold value of 2,000,000 GBP for the last three years prior to the date of proposed contract award.

SPD 4B.5.1 - 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:

Note: There is no requirement for separate product liability insurance as the monetary value detailed against public liability insurance is inclusive of both types of insurance. Employer’s (Compulsory) Liability Insurance = 5 million GBP; Public Liability Insurance = 5 million GBP; and Professional Indemnity Insurance = 2 million GBP.

SPD 4B.6 - Statement 1: Where the bidder is providing a submission on behalf of a subsidiary company, upon request, the bidder must obtain a Parent Company Guarantee prior to commencement of any subsequently awarded contract. Statement 2: Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations. Bidders must be able to provide upon request, their 3 most recent sets of annual audited accounts, including profit and loss information, and the following ratios: Current Ratio, Quick Ratio, Debtors Turnover Ratio, Return on Assets, Working Capital, Debt to Equity Ratio, and Gross Profit Ratio. A review of your ratios and audited accounts may be undertaken. In some cases, this review may lead to an additional request for further financial information to help clarify any potential issues raised. This information may be used to assess financial sustainability.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD 4D.1 - 1st Statement: Quality Management and Health and Safety Procedures. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with ISO 9001 (or equivalent).

SPD 4D.1 - 2nd Statement: Quality Management and Health and Safety Procedures. The bidder must hold a UKAS (or equivalent), accredited independent third-party certificate of

compliance in accordance with ISO 45001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

SPD 4D.1.1 - Statement 1: If the bidder does not hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with ISO 9001 (or equivalent), The bidder must have the following:

Equivalent, documented policy and procedures regarding quality management, endorsed by the Chief Executive Officer, or equivalent. These must include the following documented items relevant to the nature and scale of the work to be carried out, which are equivalent to the standards listed above — a policy with set responsibilities, review and improvement procedures, quality management and performance process, workforce training, skills and information process, monitoring arrangements, bidder quality management arrangements, and a process for managing complaints.

SPD 4D.1.1 - Statement 2: If the bidder does not hold a UKAS (or equivalent), accredited independent third-party certificate of compliance in accordance with ISO 45001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum, then the bidder must have the following:

Equivalent, regularly reviewed and documented policy and procedures for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent. These must include the following documented processes and arrangements relevant to the nature and scale of the work to be carried out, which are equivalent to the standards listed above –ensuring H&S effectiveness, obtaining H&S advice and assistance, training, skills and information for bidder workforce, workforce H&S qualifications, checking and reviewing H&S performance, involving workforce in planning and implementation, recording accidents/incidents and follow-up actions, ensuring bidder's suppliers apply H&S appropriate measures, risk assessment, and coordinating with bidder's suppliers. Note - Organisations with fewer than five employees are not required by law to have a documented policy statement.

SPD 4D.2 Statement: Environmental Management Systems. The Bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate.

SPD 4D.2.1 Statement: If the bidder does not hold UKAS (or equivalent) accredited independent third-party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate, then the bidder must have the following:

Equivalent, regularly reviewed documented policy and procedures regarding environmental management, authorised by the Chief Executive, or equivalent.

These must include the following documented processes and arrangements relevant to the nature and scale of the work to be carried out, which are equivalent to the standards listed above – ensuring effectiveness of measures and reducing impacts, workforce training and skills, checking and reviewing, dealing with waste, and ensuring any suppliers the bidders engage apply appropriate environmental protection measures.

Minimum level(s) of standards possibly required

1. The scope of the delivery of the first batch of goods are required to be undertaken and completed by the appointed supplier no later than the 14th August 2025. Bidders must confirm that they are able to comply with this delivery date.
2. Bidders are to confirm that they are able to provide an Account Manager to the UoE account who has the ability to travel to Edinburgh at least once every eight weeks.
3. Bidders are to confirm that they are able to provide an electronic management system.
4. A requirement of this contract is that all products supplied meet the mandatory level of the Government Buying Standard (GBS) for textiles (see <https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>). This must include current compliance with all Mandatory and Award Criteria, plus a commitment to achieve full compliance with GBS Best Practice Criteria within the contract lifetime. Bidders must be able to provide documentation or verification of compliance prior to award.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As detailed within the Invitation to Tender documents within "Schedule 3 - Statement of Requirements" and "Schedule 10 -Contract Monitoring & Management".

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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 000-027205](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

23 December 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

Duration in months: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

23 December 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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 buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 57365. 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:

Refer to ITT documentation for information on Community Benefit Requirements.

(SC Ref:783985)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court & Justice of the Peace Court

Edinburgh Sheriff Court, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

