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Tender

## **Cleaning & Hygiene Services Tender**

BELFAST HARBOUR COMMISSIONERS

F05: Contract notice – utilities

Notice identifier: 2024/S 000-040035

Procurement identifier (OCID): ocds-h6vhtk-04c765

Published 12 December 2024, 10:05am

### **Section I: Contracting entity**

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

BELFAST HARBOUR COMMISSIONERS

Harbour Office, Corporation Square

BELFAST

BT1 3AL

#### **Email**

[h.smyth@belfast-harbour.co.uk](mailto:h.smyth@belfast-harbour.co.uk)

#### **Country**

United Kingdom

#### **Region code**

UKN06 - Belfast

#### **Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.belfast-harbour.co.uk/>

**I.3) Communication**

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

<https://www.belfast-harbour.co.uk/corporate/tenders>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.belfast-harbour.co.uk/corporate/tenders>

**I.6) Main activity**

Port-related activities

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**Section II: Object**

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

**II.1.1) Title**

Cleaning & Hygiene Services Tender

**II.1.2) Main CPV code**

- 90919200 - Office cleaning services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

Belfast Harbour Commissioners (BHC) is conducting a competitive tender exercise for

appointment of a service provider to provide cleaning & hygiene services for BHC within the Harbour Office along with six offsite buildings within Belfast Harbour Estate.

Tenders are sought from service providers who are able to meet the high standard of service delivery required and one which will particularly protect the integrity of the listed building and its contents. The Harbour Office is a listed building with many priceless artefacts, paintings and sculptures which must be cared for to the highest standard at all times.

It is currently anticipated that any contract entered into by BHC will be for an initial three (3) year period. BHC shall have the option, acting at its discretion, to extend on an annual basis thereafter on up to two subsequent occasions of twelve (12) months each time, up to a maximum total period of five (5) years.

#### **II.1.5) Estimated total value**

Value excluding VAT: £800,000

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

This contract is divided into lots: No

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

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

- 90911100 - Accommodation cleaning services

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

NUTS codes

- UKN06 - Belfast

Main site or place of performance

Belfast Harbour Estate

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

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Tenders are sought from service providers who are able to meet the high standard of service delivery required and one which will particularly protect the integrity of the listed

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £800,000

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

Duration in months

60

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

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

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

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

#### **III.1.6) Deposits and guarantees required**

BHC reserves the right to require bonds, deposits, guarantees or other forms of undertaking or security to ensure proper contractual performance.

#### **III.1.8) Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

Subject to the status and involvement of the parties, BHC may require the parties to commit to joint and several liability in respect of the contract. Alternatively, BHC may require the lead operator to take total responsibility or a consortium to form a legal entity before entering into any 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.2.2) Time limit for receipt of tenders or requests to participate**

Date

24 January 2025

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: 6 (from the date stated for receipt of tender)

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

Date

24 January 2025

Local time

12:01pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

BHC reserves the right at any time to:

- reject any or all responses and to cancel or withdraw from this tender process at any stage;
- award a contract without prior notice;
- change the basis, the procedures and timescales set out or referred to within the Invitation to Tender; or
- require a bidder to clarify any submissions in writing and/or to provide additional information.

Bidders who wish to participate in this procurement will be required to provide contact details before downloading the tender documents. Bidders who fail to provide their details to BHC or register in this manner will not receive any clarifications or updated information provided by BHC during the tender process. The costs of responding to this notice and participation in the process will be borne by each bidder. All discussions and correspondence will be deemed strictly subject to contract until a formal contract is entered into. The formal contract shall not be binding until it has been signed and dated by the duly authorised representatives of both parties.

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

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

High Court of Justice in Northern Ireland

Royal Courts of Justice, Chichester Street

Belfast

BT1 3JF

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

BHC will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to all bidders. The standstill period provides time for unsuccessful bidders to challenge the award decision before the contract is entered into. The Utilities Contracts Regulations 2016 (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (Northern Ireland).