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Tender

Coffee Machines and Associated Consumables for Aromas Cafes

NHS Greater Glasgow and Clyde

F02: Contract notice

Notice identifier: 2025/S 000-041607

Procurement identifier (OCID): ocds-h6vhtk-0562db

Published 21 July 2025, 12:16pm

Section I: Contracting authority

I.1) Name and addresses

NHS Greater Glasgow and Clyde

Procurement Department, Glasgow Royal Infirmary, 84 Castle Street

Glasgow

G4 0SF

Contact

Emma McCarthy

Email

emma.mccarthy3@nhs.scot

Telephone

+44 1412015388

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.nhsggc.scot/about-us/procurement/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10722

I.3) Communication

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

www.publiccontractsscotland.go.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.go.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Coffee Machines and Associated Consumables for Aromas Cafes

Reference number

GGC0925

II.1.2) Main CPV code

- 15860000 - Coffee, tea and related products

II.1.3) Type of contract

Supplies

II.1.4) Short description

NHSGGC requires a sole supplier to provide the following across NHSGGC sites:

- Equipment for Beverage Production: Leasing of machinery necessary for preparing coffee and tea.
- Maintenance: Installation, servicing, and ongoing maintenance of the equipment.
- Training and Support: Ensuring staff are equipped with the necessary knowledge and skills to operate the equipment efficiently.
- Associated Consumables; Coffee, Tea, and associated products (including but not limited to; chocolate, syrups).

II.1.5) Estimated total value

Value excluding VAT: £2,100,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 15860000 - Coffee, tea and related products
- 39711310 - Electric coffee makers

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow City

II.2.4) Description of the procurement

NHSGGC requires a sole supplier to provide the following across NHSGGC sites:

- Equipment for Beverage Production: Leasing of machinery necessary for preparing coffee and tea.
- Maintenance: Installation, servicing, and ongoing maintenance of the equipment.
- Training and Support: Ensuring staff are equipped with the necessary knowledge and skills to operate the equipment efficiently.
- Associated Consumables; Coffee, Tea, and associated products (including but not limited to; chocolate, syrups).

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 30

Cost criterion - Name: Commercial / Weighting: 70

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

2 x 12 months extension periods.

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

List and brief description of conditions

Tenderers must complete the Single Procurement Document (SPD) via Public Contract Scotland portal link. Tenderers must read the SPD in conjunction with all the sections set out in this contract notice.

III.1.2) Economic and financial standing

List and brief description of selection criteria

With reference to SPD question 4B1a, Tenderers are required to state turnover for the last three (3) financial years. Mandatory criteria: Turnover for each year stated must be at least 1 times the estimated contract value stated in the Contract Notice. Evidence: copies of audited accounts or equivalent for the number of years stated.

With reference to SPD question 4B6, Tenderers are required to state the value for the following financial ratio): Current Ratio (Liquidity Ratio) (Total current assets divided by total current liabilities). The acceptable range for this financial ratio is: 0.99. Net Profit Margin of the Company (net profits divided by revenue x100), acceptable Range is 0 (i.e. positive). Tenderers should be able to provide financial accounts when requested by NHSGGC.

Minimum level(s) of standards possibly required

With reference to SPD question 4B5b Tenderers must hold and evidence Employer's (Compulsory) Liability Insurance = GBP5m. If tenderers do not currently have this level of insurance, they must agree to put it in place prior to contract commencement.

With reference to SPD question 4B5c Tenderers must hold and evidence Public Liability Insurance = GBP5m. If tenderers do not currently

have this level of insurance, they must agree to put it in place prior to contract commencement.

Any Tenderers unable to meet, or unwilling to commit to obtaining the required insurance levels, will be deemed non-compliant and their submission will not be evaluated any further.

III.1.3) Technical and professional ability

List and brief description of selection criteria

With reference to SPD question 4C1.2 Tenderers are required to provide 3 examples, from the last 3 years that demonstrate they have the relevant experience to deliver the service. Use the template provided only to respond.

Your completed response should be no more than 2 pages of A4. The completed document should be uploaded and titled 4C1.2. This is a pass/fail question. If examples are not provided, this will result in a fail. If the examples provided do not demonstrate the required level of experience, this will result in a fail.

With reference to SPD question 4C7 NHS Greater Glasgow and Clyde is committed to being a Net Zero organisation by 2040 and our supply chain plays a crucial role in this. We want to see that our suppliers are committed to government targets/guidance of Net Zero and we would like the supplier to demonstrate how their products will assist us on that journey, in

terms of sharing their Net Zero or Sustainability strategies. The supplier should be seen to be embedding Circular Economy Strategies across all business processes and functions;-

The supplier should provide details of their Net Zero Strategy/ Sustainability Strategy in order to reduce their carbon emissions.

The supplier should eliminate all non-essential packaging, and where packaging is essential, the supplier should remove this from site for

their own recycling.

The supplier should use bulk deliveries to reduce carbon emissions.

The supplier should reduce single use plastic. Where single use plastic is essential, it should be 100% recyclable.

The supplier should provide evidence of Environmental standards and Green House Gas emission (GHG) readings.

The supplier should advise if materials used within their products are supporting a circular economy.

The supplier should ensure that vehicles are switched off when not on use on NHS sites.

With reference to SPD question 4C10 Tenderers are required to provide details of the proportion (i.e. percentage) of the contract that they intend to subcontract.

Minimum level(s) of standards possibly required

With reference to SPD question 4D1 Tenderers must evidence or commit to obtain ISO9001 or other documented quality management system endorsed by the tenderers chief executive or equivalent.

With reference to SPD question 4D1 Tenderers should hold and evidence or commit to obtain, within 6 months of the contract start date, a whistleblowing policy consistent with the National Whistleblowing Standards that can be found at the following link:<https://inwo.spsso.org.uk/national-whistleblowing-standards>.

With reference to SPD question 4D2 Tenderers must evidence or commit to obtain ISO14001 or other documented quality management system endorsed by the bidder's chief executive or equivalent.

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

20 August 2025

Local time

1:00pm

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

IV.2.7) Conditions for opening of tenders

Date

20 August 2025

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=804736.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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:

The following community benefits question will be scored:

It is a mandatory requirement that potential contract participants agree to support the concept, provision and ongoing development of community benefits provision in relation to this contract. Potential contract participants are required to agree to this mandatory requirement. They are also requested to provide a brief summary of the community benefits that have recently been delivered within Scotland, if at all, and also what impact and outcomes these have achieved.

Potential contract participants are required to summarise any proposed community benefits that will be developed and delivered as part of this contract if successful or, alternatively, potential contract participants confirm that they will engage with the NHS Scotland's Community Benefits Gateway (CBG). This gateway, developed through requests from suppliers seeking opportunities to support the delivery of community benefits within the contracting region, provides information on community benefit opportunities. The CBG is a free and easy to use online service that connects NHS Scotland suppliers with third sector community organisations within Scotland and will be used for tracking and reporting and is

an approved compliant route to the realisation of community benefits. For further information please visit NHSS Community Benefit Gateway.

(SC Ref:804736)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=804736

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom