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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](mailto: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](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.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

Body governed by public law

**I.5) Main activity**

Health

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## **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

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## **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.

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## **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

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## 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](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](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](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