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Tender

The Destruction of Confidential Waste

Aberdeen City Council
Aberdeenshire Council

F02: Contract notice

Notice identifier: 2025/S 000-042348

Procurement identifier (OCID): ocds-h6vhtk-05648e

Published 23 July 2025, 12:47pm

Section I: Contracting authority

I.1) Name and addresses

Aberdeen City Council

Broad Street

Aberdeen

AB10 1AB

Contact

Amanda Witherspoon

Email

awitherspoon@aberdeencity.gov.uk

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

<http://www.aberdeencity.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00231

I.1) Name and addresses

Aberdeenshire Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

Email

cpssprocurement@aberdeencity.gov.uk

Telephone

+44 1467539600

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

<http://www.aberdeenshire.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00232

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

<https://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

The Destruction of Confidential Waste

Reference number

CRN00039222/CRN00039333

II.1.2) Main CPV code

- 90500000 - Refuse and waste related services

II.1.3) Type of contract

Services

II.1.4) Short description

Aberdeen City Council and Aberdeenshire Council are inviting tenders for the Destruction of Confidential Waste.

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Aberdeen City Council Destruction of Other Confidential Waste

Lot No

2

II.2.2) Additional CPV code(s)

- 90500000 - Refuse and waste related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City

II.2.4) Description of the procurement

Collection and destruction onsite and offsite of Confidential Waste in Aberdeen City.

II.2.5) Award criteria

Quality criterion - Name: Quality Criteria / Weighting: 40

Price - Weighting: 60

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend by 24 months.

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

II.2) Description

II.2.1) Title

3(a) & 3(b): Aberdeenshire Collection and destruction onsite and offsite of Confidential Waste

Lot No

3

II.2.2) Additional CPV code(s)

- 90500000 - Refuse and waste related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeenshire

II.2.4) Description of the procurement

Collection and destruction onsite and offsite of Confidential Waste in Aberdeenshire.

II.2.5) Award criteria

Quality criterion - Name: Quality Criteria / Weighting: 40

Price - Weighting: 60

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend by 24 months.

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

II.2) Description

II.2.1) Title

Aberdeenshire Collection and Destruction of Other Confidential Waste

Lot No

4

II.2.2) Additional CPV code(s)

- 90500000 - Refuse and waste related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

II.2.4) Description of the procurement

Collection and Destruction of Other Confidential Waste in Aberdeenshire.

II.2.5) Award criteria

Quality criterion - Name: Quality Criteria / Weighting: 40

Price - Weighting: 60

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend by 24 months.

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

II.2) Description

II.2.1) Title

LOT 1(a) & 1(b): Aberdeen City Council Collection and destruction onsite and offsite of Confidential Waste

Lot No

1

II.2.2) Additional CPV code(s)

- 90500000 - Refuse and waste related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City

II.2.4) Description of the procurement

Collection and destruction onsite and offsite of Confidential Waste in Aberdeen City.

II.2.5) Award criteria

Quality criterion - Name: Quality Criteria / Weighting: 40

Price - Weighting: 60

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend by 24 months.

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 be members of the British Security Industry Association – Information Destruction Division (or suitable alternative)

III.1.2) Economic and financial standing

List and brief description of selection criteria

The successful Tenderer must hold or be willing to arrange the following insurances as a minimum throughout the duration of any contract with the Council:

- Employers Liability Insurance of not less than 5 million Pounds (5,000,000 GBP) Sterling in respect of each claim, without limit to number of claims and to comply with all relevant statutory requirements;
- Public Liability Insurance of not less than 5 million Pounds (5,000,000 GBP) Sterling in respect of each claim, without limit to number of claims and to comply with all relevant statutory requirements;
- Professional Indemnity Insurance: The Council requires a minimum Professional Indemnity Insurance cover of than 2 million Pounds (2,000,000 GBP) Sterling in respect of each claim, without limit to number of claims;
- Motor vehicle (3rd Party) Insurance of no less than 5 million Pounds (5,000,000 GBP) Sterling in respect of each claim, without a limit to the number of claims.
- Adequate insurances covering all the Supplier's other liabilities under the Contract; and such other insurances as may be identified in the Specification.

Minimum level(s) of standards possibly required

In addition to any financial standing requirements within the SPD (Scotland) for each tender submission, the Council may conduct a financial appraisal based on the most recent filed accounts/credit check and by considering financial ratios produced in this appraisal alongside the total value of the contract. This allows the Council to assess the financial stability to undertake the contract.

Should the result from the Contractor not demonstrate appropriate financial standing and identify areas of concern or risk, further account related information may be requested for further assessment. The Council reserves the right not to award contracts beyond the demonstrated financial standing.

The Council reserves the right to make judgement upon the financial stability of any Tenderer and to disqualify them on this basis if they are deemed not to be financially stable. The Council reserves the right to make judgement upon whether a Tenderer is unable to comply with any mandatory requirement and in such instances the Response may be deemed invalid and disqualified from the evaluation process. The Council also reserves the right to revisit any checks on Financial Sustainability throughout the duration of the contract.

III.1.3) Technical and professional ability

List and brief description of selection criteria

The successful Tenderer shall :

- adhere to BS EN 15713:2009 Information Destruction Code of Practice or equivalent and ensure the destruction facilities used shall be certified to BS EN 15713:2009.
- shall hold and maintain a valid Waste Carrier Licence issued by the Scottish Environment Protection Agency (SEPA) authorizing the transportation of controlled waste.
- The successful Tenderer must be CPNI registered.
- The successful Tenderer must have ICO registration as personal data under GDPR/DPA 2018 is being processed.
- All personnel handling confidential waste shall hold a valid Disclosure Scotland clearance, ensuring they are vetted for working with sensitive information. Disclosure Scotland is the Scottish system for criminal record checks.

III.2) Conditions related to the contract

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

Date

25 August 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: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

25 August 2025

Local time

12:30pm

Place

Aberdeen

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: July 2029

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

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=805072.

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.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

Please submit an outline of all community benefits that your organisation will commit to deliver during the lifetime of this Contract, should you be successful. Tenderers should be aware that only those community benefits that relate to the subject matter of the Contract can be taken into account in this evaluation. Although the judgment of relevance is a matter for the Council, an innovative approach towards how those benefits relate to the

Contract is encouraged.

Please note that offered benefits will be discussed / agreed at mobilisation and must be recorded/reported through an established process. Delivery of community benefits will be monitored as a Key Performance Indicator (KPI) during ongoing contract management.

As well as the points listed above, the Council understands that Tenderers may have other innovative community benefits that do not fall under any of the suggested headings provided. Tenderers are asked to provide details of any additional community benefits that can be discussed / agreed at mobilisation.

(SC Ref:805072)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=805072

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Sherriff Court

53 Castle Street

Aberdeen

AB10 1WP

Country

United Kingdom