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Tender

## **Hotel Services**

UHI Executive Office

F02: Contract notice

Notice identifier: 2025/S 000-045745

Procurement identifier (OCID): ocds-h6vhtk-02dcb8

Published 4 August 2025, 4:01pm

### **Section I: Contracting authority**

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

UHI Executive Office

UHI House, Old Perth Road

Inverness

IV2 3JH

#### **Contact**

Katrina McEwan

#### **Email**

[katrina.mcewan@uhi.ac.uk](mailto:katrina.mcewan@uhi.ac.uk)

#### **Telephone**

+44 1463279000

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.uhi.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00101](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00101)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<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

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

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

#### **II.1.1) Title**

Hotel Services

Reference number

UHI-RES-32671

#### **II.1.2) Main CPV code**

- 79993100 - Facilities management services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The University of the Highlands and Islands is looking for a supplier to provide Hotel Services at their 4 student residences sites in Inverness, Dornoch, Elgin and Fort William as detailed in the Invitation to Tender. It is expected that these services will be required from November 2025 for an initial period of 3 years, unless terminated in accordance with the provisions of the Contract, with UHI having the option to extend for a further 2 x 12 months periods following the Initial Term

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

This contract is divided into lots: No

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

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

- 79993100 - Facilities management services
- 79993000 - Building and facilities management services
- 55110000 - Hotel accommodation services
- 55100000 - Hotel services
- 55130000 - Other hotel services

- 98341000 - Accommodation services
- 98341100 - Accommodation management services

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

NUTS codes

- UKM6 - Highlands and Islands
- UKM63 - Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute
- UKM61 - Caithness & Sutherland and Ross & Cromarty
- UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey

Main site or place of performance

Inverness, Dornoch, Elgin and Fort William

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

The following duties are included within this Contract and shall be carried out as required:

Internal and external patrolling.

Monitoring and responding to intruder alarms.

Reactively monitoring CCTV.

Emergency response/keyholding.

Car parking.

Assist with release of trapped personnel in lifts.

Security and key management including arranging the replacement of lost key cards and door lock batteries when required, and general key holding Services.

This list is not exhaustive but provides the basis of the service required.

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

Quality criterion - Name: Expertise and Previous Experience / Weighting: 10

Quality criterion - Name: Implementation Plan and Exit Strategy / Weighting: 5

Quality criterion - Name: Service Delivery / Weighting: 10

Quality criterion - Name: Risk Management / Weighting: 10

Quality criterion - Name: Continuous Improvement / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Pastoral Issues / Weighting: 15

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

UHI have the option to extend for a further 2 x 12 months following the initial term.

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

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Bidders must hold Protecting Vulnerable Groups Scheme in circumstances where individuals will be required to work with children and/or protected adults

#### **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

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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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-027797](#)

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

Date

4 September 2025

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

4 September 2025

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: UHI reserves the right to re-tender for these services upon termination of the contract or at the end of the contract period, including any extension period.

### **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=806247](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=806247).

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.

(SC Ref:806247)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=806247](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=806247)

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

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

Inverness Justice Centre

Longman Road

Inverness

IV1 1AH

Country

United Kingdom