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Tender

Catering and Pest Control Services

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2025/S 000-061408

Procurement identifier (OCID): ocds-h6vhtk-05a616

Published 1 October 2025, 3:05pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

Contact

Nadia Smith

Email

nadia.smith@parliament.scot

Telephone

+44 1313486617

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.parliament.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284

I.3) Communication

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

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

I.4) Type of the contracting authority

Other type

Devolved Parliament

I.5) Main activity

Other activity

Legislative Body

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Catering and Pest Control Services

Reference number

SPCB-0487

II.1.2) Main CPV code

- 55520000 - Catering services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to provide comprehensive Catering and Pest Control Services (including the purchase and maintenance of SPCB Heavy Equipment) within the Scottish Parliament building at Holyrood, Edinburgh.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 50883000 - Repair and maintenance services of catering equipment
- 90922000 - Pest-control services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

The Scottish Parliament, Edinburgh

II.2.4) Description of the procurement

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to provide comprehensive Catering and Pest Control Services (including the purchase and maintenance of SPCB Heavy Equipment) within the Scottish Parliament building at Holyrood, Edinburgh.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

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

Start date

1 May 2026

End date

31 July 2031

This contract is subject to renewal

Yes

Description of renewals

3 x 12 month optional extensions will be awarded at the discretion of the SPCB.

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.1.2) Economic and financial standing

List and brief description of selection criteria

The Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the financial standing of tenderers. We highly recommend that tenderers review their financial performance on Creditsafe to understand their credit score rating which will be used by the SPCB to evaluate the financial standing of the tenderer and that they read the information about how that data is collected and used prior to submitting a tender. Information and the opportunity to run a free report can be found at

<http://www.creditsafe.com/products/business-credit-reports>

The SPCB requires tenderers to have a Creditsafe Risk Score of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit risk score than 40 on Creditsafe and has the backing of a parent company with a credit risk score of 40 or higher, then the provision of a parent company guarantee will be required prior to the award of any contract. If a tenderer has a lower credit risk score than 40 and cannot provide a parent company guarantee, they must submit evidence to support a stable and improved financial standing with their tender or the tender may be rejected. If no evidence is provided with the tender or the evidence provided is not sufficient to demonstrate a satisfactory financial position to the satisfaction of the SPCB (whose decision in this regard shall be final), then the tender will be rejected and will not be evaluated further.

If a tenderer is not listed on Creditsafe, for whatever reason, then it will be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried out. If the information provided does not, in the SPCB's opinion, demonstrate a satisfactory financial position, the bid may be rejected.

Minimum level(s) of standards possibly required

Minimum level(s) of Insurance required:

Employers Liability 10,000,000.00

Public Liability 10,000,000.00

Product Liability 5,000,000.00

III.1.3) Technical and professional ability

List and brief description of selection criteria

The experience question within the SPD is mandatory and the bidder is expected to provide robust details of their experience in running a catering contract of this size and complexity. The question can be accessed within the SPD and must be submitted as part of the tender submission.

The response will be assessed on a pass / fail basis.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

In order to ensure the highest standards of service quality in this contract the SPCB requires the contractor to take a positive approach to fair work practices. Full details of all performance conditions are set out in the procurement documents.

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

10 November 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

10 November 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 8 years

VI.3) Additional information

A site visit is available to give tenderers the opportunity to assess the requirement within the Scottish Parliament building. Dates and guidance for attending the site visit can be found within the Invitation to Tender letter (section 18).

The SPCB is an accredited Living Wage Employer and recognises pay as a clear way that an employer can demonstrate a commitment to their workforce, helping tackle in-work poverty alongside wider Fair Work First criteria. Therefore, it is a requirement of this Contract that the Contractor will pay staff that are involved in the delivery of the Services under this Contract a minimum of the Real Living Wage.

Some of the tender documentation is classed as sensitive therefore access has been restricted. In order to access this information, tenderers are required to sign a shared access agreement which will form part of the tender uploads on Public Contracts Scotland - Tender (PCS-T).

Please note there are minimum requirements concerning Cyber Security for this contract to which a pass/fail marking will attach. Tenderers will be required to complete a Cyber Security Supplier Assurance Questionnaire.

The questionnaire will be aligned to a Cyber Risk Profile that has been established for the contract, based on the Contracting Authority's assessment of cyber risk.

For this contract, minimum requirements also include the holding of Cyber Essentials Plus (or equivalent).

Further details are set out in the procurement documents. A contract condition for this procurement requires the Tenderer to comply with the minimum security requirements.

The contract start date is anticipated to be 01 May 2026 to facilitate a three month mobilisation period with the full service implementation date expected to be 01 August 2026.

The technical weighting is 70% however 10% of that will be allocated for presentations.

Further information with regards to presentations can be found within the ITT letter.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 30256.

For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

Due to the nature of this requirement, the sub contracting element will be minimal.

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:

Community benefits will apply to this contract and are a mandatory requirement. Full details can be found within the tender ITT documentation.

(SC Ref:811456)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court House

Sheriff Court House, 27 Chambers Street,

Edinburgh

EH1 1LB

Email

nadia.smith@parliament.scot

Telephone

+44 0000001313485000

Country

United Kingdom