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Tender

ENU Ditch Disposables - Reusable Cups and Containers Scheme

Edinburgh Napier University

F02: Contract notice

Notice identifier: 2025/S 000-074470

Procurement identifier (OCID): ocds-h6vhtk-05e2a6

Published 17 November 2025, 3:25pm

Section I: Contracting authority

I.1) Name and addresses

Edinburgh Napier University

Sighthill Campus, 9 Sighthill Court

EDINBURGH

EH11 4BN

Contact

Steph Buchanan

Email

s.buchanan2@napier.ac.uk

Telephone

+44 1314552983

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.napier.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00340

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

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

ENU Ditch Disposables - Reusable Cups and Containers Scheme

II.1.2) Main CPV code

- 39221121 - Cups

II.1.3) Type of contract

Supplies

II.1.4) Short description

Edinburgh Napier University is seeking one supplier to provide a returnable cup and container scheme to reduce the use of single-use disposable packaging items across the three ENU campuses in Edinburgh.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 39221121 - Cups
- 39221130 - Food containers

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Sighthill Campus - 9 Sighthill Court, Edinburgh, EH11 4BN

Merchiston Campus - 10 Colinton Rd, Edinburgh, EH10 5DT

Craiglockhart Campus - 219 Colinton Rd, Edinburgh, EH14 1DJ

II.2.4) Description of the procurement

Edinburgh Napier University is seeking one supplier to provide a returnable cup and container scheme to reduce the use of single-use disposable packaging items across the three ENU campuses in Edinburgh.

The Contract will initially operate as a 12-month trial (Year 1) at the Sighthill Campus. Subject to the success of the trial, the Contract will then be extended to Years 2 and 3:

Year 1 - Trial of Coffee Cups at Sighthill

Year 2 - Coffee Cups at the three campuses

Year 3 - Coffee Cups and Food Containers at the three campuses.

Bidders are required to provide the Goods (Cups and Containers) and the Services (required technology, return infrastructure, and reporting and monitoring services) necessary to deliver the Contract.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

The Contract Term shall be 3 Years (subject to the success of the Year 1 trial), with the option to extend the Contract for two separate periods of 12 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.2.14) Additional information

Bidders are required to provide samples of their proposed Goods.

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.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

17 December 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: 90 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

17 December 2025

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

Bidders confirm they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Professional Risk Indemnity: GBP5M

Employer's (Compulsory) Liability: GBP10M

Public Liability: GBP10M

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 30604.
For more information see:

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

(SC Ref:814829)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court & Justice of the Peace Court

Edinburgh

Country

United Kingdom