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Tender

Glen Oaks Housing Association - Common Close Cleaning Contract

Glen Oaks Housing Association Limited

F02: Contract notice

Notice identifier: 2025/S 000-074601

Procurement identifier (OCID): ocds-h6vhtk-05e2ec

Published 18 November 2025, 9:07am

Section I: Contracting authority

I.1) Name and addresses

Glen Oaks Housing Association Limited

3 Kilmuir Drive

Glasgow

G46 8BW

Contact

Kirsty Chalmers

Email

kirsty.chalmers@glenoaks.org.uk

Telephone

+44 1416380999

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.glenoaks.org.uk>

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>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

I.4) Type of the contracting authority

Other type

Registered Social Landlord

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Glen Oaks Housing Association - Common Close Cleaning Contract

II.1.2) Main CPV code

- 90910000 - Cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

The Contract applies to common close stairs, floors and landings including finishes, walls including finishes, ceilings and undersides of stairs/landings, windows, frames and cills, front & rear common close doors, utility boxes, light fittings and front approach pathways properties belonging to or factored by Glen Oaks Housing Association within Arden, Glasgow (Refer tender Document 5). The Contract term will be for an initial one year period commencing on 1 April 2026 with optional 12 month extensions up to a maximum contract duration of four years overall from 1 April 2026

The decision to award the Contract extensions will be at the discretion of Glen Oaks Association and will be on the basis of one year increments. Bidders should note that the list of properties and scope of works required to be carried out may increase or decrease during the contract period. Bidders are also advised that Glen Oaks Housing Association may extend the Contract to additional locations throughout Arden to take account of any changes to requirements or new stock acquired during the Contract.

This service will commence on 1 April 2026 and the specification requirements will be provided on a weekly, monthly or annual basis (refer Tender Document 2 'Close Cleaning Specification).

II.1.5) Estimated total value

Value excluding VAT: £326,176

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90911000 - Accommodation, building and window cleaning services
- 90911100 - Accommodation cleaning services
- 90911200 - Building-cleaning services
- 90911300 - Window-cleaning services
- 39830000 - Cleaning products
- 90900000 - Cleaning and sanitation services
- 39800000 - Cleaning and polishing products
- 90600000 - Cleaning and sanitation services in urban or rural areas, and related services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Arden, Glasgow

II.2.4) Description of the procurement

Single stage tendering and all bidders may submit a tender.

Bidders are also advised that Glen Oaks Housing Association will hold a Meet the Buyer Event during the tender period. The Event will be free of charge and shall provide guidance on the requirements of the tender documentation and the information bidders need to provide within their tender response. The Meet the Buyer Event will include a site visit from Glen Oaks Housing Association's staff to a sample of the property types included in the contract to illustrate the cleaning requirements incorporated within the tender.

The Meet the Buyer will be attended by the person from Glen Oaks Housing Association that is currently responsible for the management of the Common Close Cleaning Contract. The Meet the Buyer will commence at 10am GMT on Monday 1 December 2025 at the office of Glen Oaks Housing Association, 3 Kilmuir Drive, Arden, Glasgow, G46 8BW.

To record your interest in the Meet the Buyer/Site Visit Event, please email the names of your organisations delegates to Louise McNicol Customer Services Manager louise.mcnicol@glenoaks.org.uk not later than 12noon GMT on Friday 28 November 2025. Bidders are asked to keep the maximum number of persons that will attend the Event on behalf of their organisation to two delegates.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £326,176

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

Start date

1 April 2026

End date

31 March 2027

This contract is subject to renewal

Yes

Description of renewals

May take up option of twelve month extensions up to a maximum of three further years (2027-2030) at an estimated value 81544 GBP

(excluding VAT) per annum.

The annual anticipated cost per annum excluding VAT is 81544 GBP

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

Economic Operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public

Contracts (Scotland) Regulations 2015.

SPD Question 2D.1.2- Bidders must provide a separate SPD response (Sections A and B of this Part and Part III) for each subcontractor

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

Bidders will be required to have a minimum 'general' yearly turnover of 163088 GBP for the last two years or have an average yearly turnover of a minimum of 163088 GBP for the last two years.

Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading.

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurances indicated below:

Employer's (Compulsory) Liability Insurance - 5,000,000 GBP

Public Liability Insurance - 5,000,000 GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

Question 4C.1.2 - Bidders will be required to provide three examples of common close cleaning services that are similar to the requirements of Glen Oaks Housing Association and demonstrate that they have the relevant experience to deliver the services/supplies as described in part I.1.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

Question 4C.4 - If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and

provide evidence when requested of:

a) their standard payment terms

b) 95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

Questions 4C8.1 and 4C8.2 - Bidders will be required to confirm their average annual manpower for the last three years. Bidders will be required to confirm their and the number of managerial staff for the last three years.

Question 4C.9 - Bidders will be required to demonstrate that they have (or have access to) the relevant tools, plant or technical equipment to deliver the types of requirements detailed in I.1.4 in the Find a Tender Service Contract Notice or the relevant section of the Site Notice

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Tender Document 4 'Key Performance Indicators' attached to this Contract Notice.

Where performance falls below the minimum acceptable level during the Contract, the Contractor will be required to produce a Remedial

Plan for the approval of Glen Oaks Housing Association.

Failure to produce a Remedial Plan or implement an approved Remedial Plan will be deemed to be a breach of the Contract, which may lead to the termination of the Contractor.

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

18 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

Tender must be valid until: 16 March 2026

IV.2.7) Conditions for opening of tenders

Date

18 December 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: 2026 at the earliest if the optional 12 month extensions are not applied

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

SPD, Part IV Section C 'Technical and Professional Ability' will be scored on a pass or fail basis using the following scoring methodology;

0 - Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. A Tenderer which scores '0 – Unacceptable' against any question will be disqualified.

1 - Poor - Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 - Acceptable - Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 - Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 – Very Good - Response is largely relevant and very good. The response demonstrates a very good understanding of the requirements and provides adequate details on how the requirements will be fulfilled.

5 - Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

A Tenderer will be required to achieve a minimum score of 2 against each Question within Part C, i.e. a score of 2 or greater shall represent a Pass whereas a score of 1 or lower will represent a Fail.

Glen Oaks Housing Association will disregard, and not evaluate the remainder of a Tenderers bid should the Tenderer fail to achieve the minimum score of 2 (a Pass) against any of the Questions included with Part C

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=816082.

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.

(SC Ref:816082)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=816082

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

Glasgow

Country

United Kingdom