

United Kingdom-Edinburgh: Janitorial services

OJ S 42/2019 28/02/2019

Contract notice

Supplies

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Marine Scotland on behalf of the Scottish Government

Postal address: Area 1-B South, Victoria Quay, Leith

Town: Edinburgh

NUTS code: UKM Scotland

Postal code: EH6 6QQ

Country: United Kingdom

Contact person: Ian Wood

E-mail: ian.wood@scotland.gsi.gov.uk

Telephone: +44 1312447556

Fax: +44 1312446069

Internet address(es):Main address: <http://www.scotland.gov.uk>Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482**I.2. Information about joint procurement**

The contract is awarded by a central purchasing body

I.3. CommunicationThe procurement documents are available for unrestricted and full direct access, free of charge, at: www.publiccontractsscotland.gov.uk

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: www.publiccontractsscotland.gov.ukElectronic 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: www.publiccontractsscotland.gov.uk**I.4. Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement**II.1.1. Title**

II.1.2. Main CPV code

98341130 Janitorial services

II.1.3. Type of contract

Supplies

II.1.4. Short description

Provision of janitorial supplies.

II.1.5. Estimated total value

Value excluding VAT: 128 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

98341130 Janitorial services

II.2.3. Place of performance

NUTS code: UK United Kingdom

Main site or place of performance: Delivery to Aberdeen Store.

II.2.4. Description of the procurement

Marine Scotland on behalf of the Scottish Government wish to set up a contract which will provide janitorial supplies to our 5 vessels. A list of products required are stipulated within the invitation to tender documentation.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Understanding and approach to meeting the requirements / Weighting : 30

Quality criterion - Name: Staff competence, knowledge and experience / Weighting: 25

Quality criterion - Name: Contract management / Weighting: 15

Quality criterion - Name: Quality assurance, health and safety and approach to risk management / Weighting: 15

Quality criterion - Name: Corporate and social responsibilities / Weighting: 10

Quality criterion - Name: Workforce matters / Weighting: 5

Price - Weighting: 30

II.2.6. Estimated value

Value excluding VAT: 128 000,00 GBP

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:

Potential to introduce a 12 month extension at 35 months, if mutually agreeable.

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

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:

Not applicable.

III.1.2. Economic and financial standing

List and brief description of selection criteria:

This section covers Questions 4B1-6 of the ESPD (Scotland).

Minimum level(s) of standards required:

4B1a: Bidders will be required to have a minimum “specific” yearly turnover of 350 000,00 GBP for the last 2 years.

In the event that the Bidder does not comply with this requirement, they will not be considered any further in this tendering exercise.

As evidence for the ESPD (Scotland) Question 4B1a, the Procurement Officer may ask for annual accounts from the bidder.

4B5: 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 of insurance indicated below:
— employers (compulsory) liability insurance = 5 000 000 GBP,
— public liability insurance = 5 000 000 GBP.

4B6: Bidders must demonstrate a Current Ratio of greater than 0,8.

Current ratio will be calculated as follows: net current assets divided by net current liabilities. There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

Details of technical facilities, measures for ensuring quality and quality management procedures.

Minimum level(s) of standards required:

4C1.2: Bidders will be required to provide 3 examples over the last 5 years that demonstrate that they have the relevant experience to deliver the services/supplies as described in the Contract Notice or the relevant section of the site notice.

4C2: Bidders will be required to provide details of the technicians or technical bodies the bidder can call upon in relation to this procurement exercise.

4C3a: Bidders will be required to provide details of the technical facilities and measures for ensuring quality.

4C4: Bidders are required to provide a statement of the relevant supply chain management and /or tracking systems used.

4C7: Bidders will be required to confirm what environmental management measures they will employ.

4C9: Bidders should provide details of relevant tools, plant or technical equipment available to you in relation to this procurement exercise.

4C10: Bidders will be required to confirm that whether they intend to subcontract and if so, for what proportion of the contract.

4C11: The bidder will be requested to confirm they will supply the required samples, descriptions or photographs of the products to be supplied, which do not need to be accompanied by certifications of authenticity.

4C12: Bidder will be asked to confirm that they can provide the required certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to the technical specifications or standards, which are set out in the relevant Contract Notice.

Quality management procedures:

1) The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent); or

2) The bidder must have the following:

A documented policy regarding quality management. The policy must set out the responsibilities for quality management demonstrating that the bidder has and continues to implement a quality management policy that is authorised by their Chief Executive, or equivalent, and is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

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.1.3. Information about a framework agreement or a dynamic purchasing system

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 in the OJ S: [2014/S 091-159150](#)

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

Date: 01/04/2019 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

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: 01/08/2019

IV.2.7. Conditions for opening of tenders

Date: 01/04/2019 Local time: 12:00

Place:

Victoria Quay Leith Edinburgh.

Information about authorised persons and opening procedure: Karen Taylor and Ian Wood.

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

ESPD will be scored on a pass/fail basis.

Question scoring methodology for Award Criteria outlined in Invitation to Tender.

0 — Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 — Poor. Response is partially relevant but generally 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 — 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.

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland website at https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=538689

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.

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland website at https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=567293

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Download the ESPD document here: https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=567293

VI.4. Procedures for review

VI.4.1. Review body

Official name: Scottish Government

Postal address: Victoria Quay, Leith

Town: Edinburgh

Postal code: EH6 6QQ

Country: United Kingdom

Telephone: +44 1312447556

Internet address: <http://www.scotland.gov.uk>

VI.5. Date of dispatch of this notice

26/02/2019