

United Kingdom-Inverness: Office cleaning services

OJ S 53/2019 15/03/2019

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Inverness College UHI

Postal address: 1 Inverness Campus

Town: Inverness

NUTS code: UKM6 Highlands and Islands

Postal code: IV2 5NA

Country: United Kingdom

Contact person: Derek Cowie

E-mail: derek.cowie.ic@uhi.ac.uk

Telephone: +44 1463273256

Internet address(es):Main address: <http://www.inverness.uhi.ac.uk>Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00454**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 abovementioned 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**

Cleaning Services for Inverness College UHI

Reference number: CS-IC-1204

II.1.2. Main CPV code

90919200 Office cleaning services

II.1.3. Type of contract

Services

II.1.4. Short description

Type from contract strategy.

II.1.5. Estimated total value

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

90919200 Office cleaning services

II.2.3. Place of performance

NUTS code: UKM62 Inverness & Nairn and Moray, Badenoch & Strathspey

Main site or place of performance: Inverness.

II.2.4. Description of the procurement

College requires a contractor to provide — take from contract strategy.

Main College Site + ELCC + SSF.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Technical / Weighting: 60

Cost criterion - Name: Cost / Weighting: 40

II.2.6. Estimated value

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:

A provision may be allowed for an additional 2 x 1 years option to extend based on contractors performance.

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:

Qualification Envelope [ESPD Scotland] V1.13

Acceptance of documentation:

Main contractor — to be completed on PCS-T.

Subcontractors to be completed on Appendix N.

Part II: A About the bidder: Identification.

Part II: B Information about representatives of the bidder.

Part II: D Information concerning subcontractors on whose capacity the bidder does not rely.

Part III: A Grounds relating to criminal convictions.

Part III: B Grounds relating to the payment of taxes or social security contributions.

Part III: C Blacklisting.

Part III: D Grounds relating to insolvency, conflicts of interests or professional misconduct.

Part IV: B Economic and financial standing (i) Financial Turnover and (ii).

Insurance levels.

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.2.2. Contract performance conditions

Please refer to Appendix L — Contract KPI's and SLA contract requirements.

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: [2015/S 132-243578](#)

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

Date: 15/04/2019 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

Duration in months: 4 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 15/04/2019 Local time: 12:00

Place:

Inverness College UHI.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

Contract start date: 1.11.2019 based on a contract duration of 3 years with 2 x 1 year options to extend.

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

Contractors must complete the ESPD questionnaire within the PCS-T system and submit an ESPD response as per Appendix N — Subcontractor ESPD Response, for each proposed subcontractor to be used.

Please refer to question within 4B.6 of the ESPD and Economic and financial standing section of the Contract Notice. The following evidence will be requested with tender submissions in order to conduct analysis of organisation's financial standing:

— contractors are required to submit 2 years audited accounts, or equivalent before the tender submission deadline. Alternatively, if you are unable to provide the required accounting information — e.g. a new business without the required accounts, please provide a banker's letter demonstrating their willingness to support your organisation over the term of the contract. Information provided for ESPD Part III and IV will be assessed on a Pass/Fail basis, where:
Pass = meets requirements as stated in Contract Notice;
Fail = does not meet requirements as stated in Contract Notice.

The relevant accounts information should be uploaded to PCS-T in the general attachments area of the Commercial Envelope.

In summary the following must be completed and returned/submitted as stated within the ESPD and ITT documents:

— ESPD questionnaire with PCS-T including confirmation of required insurances — by tender deadline,

— 2 years audited accounts or equivalent as detailed above — by tender deadline.

Contractor is to provide financial accounts for the last 3 years.

Contractor must hold employer's (compulsory).

Liability insurance = 5 000 000 GBP.

Product liability insurance = 5 000 000 GBP.

Public liability insurance = 5 000 000 GBP.

A site visit will take place on Wednesday 21.3.2019, please confirm your attendance via the Public Contracts Scotland mailbox no later than by 18.3.2019, 12:00 noon.

Attachments:

Appendix A — Form of Tender;

Appendix B — Freedom of Information;
Appendix C — Supply Chain Code of Conduct;
Appendix D — Data Sharing Agreement;
Appendix E — Floor Layout Plan Main Campus Level G;
Appendix F — Floor Layout Plan Main Campus Level 1;
Appendix G — Floor Layout Plan Main Campus Level 2;
Appendix H — Floor Layout Plan ELCC/Nursery;
Appendix I — Floor Layout Plan SSF + Block E;
Appendix J — Floor Layout Plan SSF Tractor Shed (Toilet Block);
Appendix K — Pricing Schedule;
Appendix L — KPI and SLA Contract Model;
Appendix M — Technical Questionnaire;
Appendix N — Sub-contractors ESPD (Scotland) V1.13;
Appendix O — Inverness College UHI Contract Terms and Conditions;
Appendix P — TUPE Data Information;
Appendix Q — PVG Confirmation.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 12914

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

(SC Ref:573378)

VI.4. Procedures for review

VI.4.1. Review body

Official name: Inverness College UHI

Postal address: 1 Inverness Campus

Town: Inverness

Postal code: IV2 5NA

Country: United Kingdom

E-mail: derek.cowie.ic@uhi.ac.uk

Telephone: +44 1463273256

Internet address: <http://www.inverness.uhi.ac.uk>

VI.5. Date of dispatch of this notice

12/03/2019