

**United Kingdom-Ipswich: Cleaning services**  
**OJ S 142/2014 26/07/2014**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Norfolk and Suffolk NHS Foundation Trust

Postal address: Endeavour House, Russell Road

Town: Ipswich

Postal code: IP1 2BX

Country: United Kingdom

For the attention of: Paul Smith

E-mail: [paul.a.smith@nsft.nhs.uk](mailto:paul.a.smith@nsft.nhs.uk)

Telephone: +44 1473329423

Fax: +44 1473329019

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

**I.2. Type of the contracting authority**

Regional or local authority

**I.3. Main activity**

Health

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

Domestic and Support Services.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 27: Other services

NUTS code UKH13 Norfolk

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

The notice involves a public contract

**II.1.4. Information about framework agreement**

### **II.1.5. Short description of the contract or purchase(s)**

Cleaning services. 1.0 This Domestic & Support Services Contract provides the Norfolk & Suffolk NHS Foundation Trust with cleaning, hostess, portering and courier services across its various locations in Norfolk and Suffolk.

1.1 Norfolk & Suffolk NHS Foundation Trust provides mental health services across the counties of Norfolk and Suffolk.

The Trust has eight major sites with in-patients and several smaller sites from which Community Teams provide services in the community. Facilities services are currently managed from two core sites at Hellesdon on the outskirts of Norwich and St Clements in Ipswich.

1.2 The Domestic and Support Services Contract will provide the Trust with a Hostess/meal, Portering/courier, and Domestic cleaning service. It is important to provide a high standard of healthy eating and clean buildings across the Trust so that patients and other service users have a clean, healthy, safe and infection free environment conducive to their recovery. It is also important that Trust staff have a clean working environment and visitors can see that the Trust is committed to high standards evidenced both through internal quality assurance monitoring and through the P.L.A.C.E. audits undertaken by the Trust with patient representatives as required annually by the governments Health and Social Care Information Centre.

1.3 The cleaning specification in this contract is based on NHS cleaning guidelines and the cleaning performance measured on the NHS standard of Cleanliness and any future NHS guidelines.

1.4 The hostess/meal services have been incorporated into the Domestic Contract to enable a more effective and flexible use of the workforce across the whole of the Trust.

1.5 By including the Portering and Courier services into the domestic contract it is intended that necessary transfer of documents and mail, pharmacy, stores and equipment is mainly carried out in a single coordinated schedule.

1.6 The Trusts objective in combining the four strands is to more effectively use resources and benefit from an improved overall performance and efficiency of services.

1.7 It is the responsibility of the Contractor to fulfil these aims, provide a well managed, well trained workforce committed to high levels of service using the most advanced and effective cleaning techniques to meet these objectives and to use the most effective and efficient model to deliver the services.

### **II.1.6. CPV code(s)**

90910000 Cleaning services

### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

### **II.1.8. Lots**

This contract is divided into lots: no

### **II.1.9. Information about variants**

Variants will be accepted: no

## **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

Estimated value excluding VAT: 1 000 000 GBP

### **II.2.2. Information about options**

### **II.2.3. Information about renewals**

This contract is subject to renewal: yes

### **II.3. Duration of the contract or time limit for completion**

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

#### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

#### **III.1.4. Contract performance conditions**

### **III.2. Conditions for participation**

#### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

#### **III.2.2. Economic and financial ability**

#### **III.2.3. Technical and professional ability**

#### **III.2.4. Information about reserved contracts**

### **III.3. Conditions specific to services contracts**

#### **III.3.1. Information about a particular profession**

#### **III.3.2. Information about staff responsible for the performance of the contract**

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Restricted

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **IV.2.2. Information about electronic auction**

### **IV.3. Administrative information**

- IV.3.1. File reference number attributed by the contracting authority**
- IV.3.2. Previous publication concerning this procedure**
- IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**
- IV.3.4. Time limit for receipt of tenders or requests to participate**  
22.8.2014 - 17:00
- IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**
- IV.3.6. Languages in which tenders or requests to participate may be submitted**  
English.
- IV.3.7. Minimum time frame during which the tenderer must maintain the tender**
- IV.3.8. Conditions for opening of tenders**

## **Section VI: Complementary information**

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- VI.1. Information about recurrence**
- VI.2. Information about European Union funds**
- VI.3. Additional information**

For more information about this opportunity, please visit the Delta eSourcing portal at:  
<https://www.delta-esourcing.com/tenders/UK-UK-Ipswich:-Cleaning-services./74BJUC2JMA>  
To respond to this opportunity, please click here:  
<https://www.delta-esourcing.com/respond/74BJUC2JMA>  
GO Reference: GO-2014723-PRO-5836319
- VI.4. Procedures for review**
  - VI.4.1. Review body**
  - VI.4.2. Review procedure**
  - VI.4.3. Service from which information about the review procedure may be obtained**
- VI.5. Date of dispatch of this notice**  
23.7.2014