

UK-Edinburgh: building services consultancy services

2008/S 35-048671

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

Scottish Parliamentary Corporate Body, Procurement Services, Attn: Nichola Playfair, UK-Edinburgh EH99 1SP
. Tel. 013 13 48 66 28. E-mail: procurement@scottish.parliament.uk. Fax 013 13 48 66 21.

Internet address(es):

General address of the contracting authority: www.scottish.parliament.uk.

Address of the buyer profile: <http://www.scottish.parliament.uk/corporate/procurement/contracts.htm>.

Further information can be obtained at: As in above-mentioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s).

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s).

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Body governed by public law.

Other: Devolved Parliament.

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

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority:

UK-Edinburgh: provision of strategic fm consultancy advice.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 11.

Main place of performance: The Scottish Parliament, Holyrood, UK-Edinburgh EH99 1SP
Edinburgh, City of
NUTS code: UKM25.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with a single operator.

Duration of the framework agreement: Duration in year(s): 3

Estimated total value of purchases for the entire duration of the framework agreement:

Estimated value excluding VAT:

Range: between 150 000 and 350 000 GBP.

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

The Scottish Parliamentary Corporate Body (SPCB) is seeking to appoint a contractor for the provision of strategic consultancy services for Facilities Management (FM).

Building services consultancy services.
Building consultancy services.
Business and management consultancy services.
Business and management consultancy and related services.

II.1.6) **Common procurement vocabulary (CPV):**
74231521, 74231520, 74141000, 74140000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**
No.

II.1.8) **Division into lots:**
No.

II.1.9) **Variants will be accepted:**
Yes.

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope:**

The contractor must be experienced at operating at a high level in the management and technical strategic consultancy sector for FM services and will be required to use experience in this industry in union with the Scottish Parliament FM Office's direction and agreed quality standards. The FM consultancy services that may be required under this provision include: Strategic FM advice including policy & strategy development; Option appraisal / cost benefit; Occupancy cost benchmarking & modelling; Capital cost benchmarking & modelling; Utilities consumption benchmarking; Modelling of whole life / life cycle costs and benchmarking; Facilities Management advice; FM services procurement advice; FM audit / financial controls; Process review; Computer assisted FM systems; Performance measurement; Sustainability / environmental cost and advice; Space use benchmarking, management & modelling; Post occupancy evaluation; Statutory compliance advice / audit; And any other related consultancy services that may be required. Availability and development of a comprehensive property and FM service database will be required, which allows meaningful comparison / benchmarking to relevant peers & estates. To assist selection of tenderers, suppliers must complete and return a pre-qualification questionnaire (PQQ). The PQQ consists of a more detailed explanation of the SPCB's requirements, information on its current system, and a request for high level product information. The PQQ can be obtained by sending a request to procurement@scottish.parliament.uk.

II.2.2) **Options:**
Yes.

Description of these options: There is an option of extending for up to a further 1 year, at the sole discretion of the SPCB.

The level and number of services within this requirement may be increased or decreased at SPCB discretion.

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**
Duration in months: 36 (from the award of the contract).

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING TO THE CONTRACT**

III.1.1) **Deposits and guarantees required:**
Bank and parent company guarantees may be required.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**
Payment terms are 30 days from receipt of a valid invoice.

Pricing is expected to be a mixture of firm and fixed prices.

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

Where consortia or other grouping of contractors submits a bid, they will be bound jointly and severally. Such consortia or grouping must nominate a lead member to deal with the Scottish Parliamentary Corporate Body on all matters relating to this procurement exercise.

III.1.4) Other particular conditions to which the performance of the contract is subject:

No.

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if requirements are met: Information and formalities necessary for evaluating if requirements are met: Suppliers must have a sound financial and economic standing and be able to demonstrate satisfactory experience, technical and/or professional ability for the provision of the services.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met: Information and formalities necessary for evaluating if requirements are met: The following information must be provided:

- statements of overall turnover and turnover for the last 2 financial years;
- last published annual report and accounts or, where not available, equivalent information required which provides evidence of the candidate's financial standing or such financial information that is required under the law of the Member State where the organisation is registered;
- company registration number and address, VAT registration number, details of parent company and other group companies where applicable;
- name and addresses of bankers who could provide references if required.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met: Information and formalities necessary for evaluating if requirements are met: The following information must be provided:

The organisations will be required to demonstrate their skills, experience, ability and technical capacity in the delivery of similar services.

III.2.4) Reserved contracts:

No.

III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

III.3.1) Execution of the service is reserved to a particular profession:

No.

III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:

No.

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of procedure:

Restricted.

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate:

Envisaged number of operators 5.

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue:**

IV.2) **AWARD CRITERIA**

IV.2.1) **Award criteria:**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

IV.2.2) **An electronic auction will be used:**

No.

IV.3) **ADMINISTRATIVE INFORMATION**

IV.3.1) **File reference number attributed by the contracting authority:**

CAR/CON/57.

IV.3.2) **Previous publication(s) concerning the same contract:**

No.

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 7.4.2008 - 12:00.

Payable documents: no.

IV.3.4) **Time-limit for receipt of tenders or requests to participate:**

10.4.2008 - 12:00.

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**

15.5.2008.

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**

English.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**

IV.3.8) **Conditions for opening tenders:**

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) **THIS IS A RECURRENT PROCUREMENT:**

No.

VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**

No.

VI.3) **ADDITIONAL INFORMATION:**

The SPCB does not commit to letting a contract for all or any of the requirements listed should it become evident that it is not economically advantageous to do so.

The SPCB will not be liable for any costs incurred by those expressing interest in or tendering for this contract. Compliance with all relevant legislation is required during the tendering process and the terms of any resulting contract.

Any contract awarded shall be governed by and construed in accordance with the laws of Scotland and both parties submit to the exclusive jurisdiction of the Scottish Courts.

As part of the SPCB responsibilities under the Freedom of Information (Scotland) Act 2002, the SPCB may be required to disclose any information provided by you in relation to this requirement, to anyone who makes a request under the Act.

The SPCB provides no guarantee of the volume or value of business that will be procured from the contract throughout its term.

GO reference: GO 08021826/01.

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures:**

Not applicable.

Body responsible for mediation procedures:

Not applicable.

VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals: The Scottish Parliamentary Corporate Body will incorporate a minimum 10-calendar-day standstill period at the point at which information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Otherwise debrief information will be made available to you within 15-calendar-days of the receipt of your request.

Such additional information should be requested from the name and contact details provided at point I.1). If an appeal regarding the award of contract has not been successfully resolved, the Public Contracts (Scotland) Regulations 2006 (SSI 2006 No 1) provide for aggrieved parties to take action in the sheriff court or Court of Session. Any such action must be brought promptly (generally within 3 months) (see regulation 47 of the 2006 Regulations). Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into, the Court may only award damages.

VI.4.3) **Service from which information about the lodging of appeals may be obtained:**

Not applicable.

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

18.2.2008.