

**City Building (Glasgow) LLP**  
**Supply and Delivery of White Goods and  
Small Appliances**  
**Contract Ref CBG138**

Information and Guidance for:

Single Procurement Document – SPD and Contract Notice

***Bidders should read this document carefully. This document will assist you in completing the SPD and details the standards the winning bidder must meet.***

## **SPD Guidance and Statements**

### **City Building (Glasgow) LLP is referred to as CBG**

*The information contained below details additional relevant SPD information, which is not contained within the contract notice. This information will guide Bidders to the sections within the SPD which are required to be completed and the purpose of these questions. This document also details the standards that the winning bidder must meet.*

#### **Summary of the SPD questions which have been removed:**

Part II 2A.18,

Part IV 4A.1 – 4A.2.3      Part IV 4B.1.1 -4B.4.1      4B.6 -4B6.1

Part IV 4C.1- 1.1, 4C.2 – 4C.12.2

Part IV 4E

Part V 5.1-5.3

#### **SPD Part I Information concerning the procurement procedure & public body**

PCS-T Section 1.1 Acceptance of Documentation to be completed

#### **SPD Part II Information concerning the bidder (Questions A – D)**

PCS-T Question 2A.1 – 2D1.2 to be completed with the exception of 2A.18, as this has been removed.

The details required for Questions 2A.1 – 2A.16 and 2B.1 – 2B.9 seek background information about the Bidder; this section is not normally evaluated, however the contracting authority may choose not to select Bidders that cannot provide basic company information.

#### **Question 2A.17**

Bidders should only select "Yes" to Question 2A.17 when bidding on behalf of a Consortium, Joint Venture or similar and not where you have a reliance on another supplier to meet the minimum requirements or propose to use sub-contractors which are dealt with at 2C.1 or 2D.1.

Please note that should you answer "Yes" to Question 2A.17, CBG may require the members of the group to assume a specific legal form and/or to hold you jointly liable for the performance of the contract should you be successful. All

participants must provide a separate full SPD response, and these will be evaluated in relation to the criteria set out within the contract notice.

Should the Bidder be successful in progressing to award stage and there are certain critical tasks that require being performed directly by the Bidder or by any participant in the Group, then CBG may request proof of commitment by those participants. Should the Bidder fail to provide proof of commitment, then the Bidders participation in this procurement procedure may be discontinued at any time at the sole discretion of CBG.

Bidders should only select "Yes" to question 2C.1 where there is reliance upon the capacities of others to deliver any part / meet the minimum requirements of this contract. Sub-Contractors whose capacity you are not relying upon, if known at this stage, are dealt with at question 2D.1.1.

Please note that should you answer "Yes" to question 2C.1, CBG may require to hold you jointly liable for the performance of the contract should you rely on the capacities of others to meet the Economic & Financial Standing criteria should you be successful.

All participants must provide a separate SPD response (which will be evaluated in relation to the criteria set out within the contract notice) containing responses to:

Part II (A&B);

Part III;

and the relevant part of Section IV Selection Criteria as per the criteria stated in the contract notice which will be one or more of the following sections which the main bidder is reliant upon i.e. Economic & Financial Standing; Technical & Professional Ability; Quality Assurance Schemes (inc Health & Safety Procedures) & Environmental Management Standards; and Part V (if applicable) – Reduction of the number of qualified candidates.

All parts must be duly completed and signed by all of the entities.

Should CBG issue a Request for Documentation, then you must provide proof that you have the necessary resources at your disposal.

Should the response verify that there are mandatory grounds for exclusion as set out in section 3, Part III (A) of any such subcontractor, CBG will require the replacement of that subcontractor. CBG may also require the replacement of any subcontractor to which any of the discretionary grounds, set out in Section 3, Part III (B-D) for exclusion apply.

### **SPD Part III Exclusion Grounds (A – D)**

PCS-T Questions 3A.1 – 3D.14 (Discretionary Pass /Fail)

PCS-T Question 3D.15 (Mandatory (Pass / Fail))

This section includes mandatory and discretionary Pass/Fail criteria and sets out the grounds on which a Bidder may be excluded from the process.

Bidders must ensure that all questions in this section are answered fully.

**Economic operators may be excluded from this process if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015**

### **SPD Part IV Selection Criteria (A – D)**

#### **4A Suitability**

PCS-T Questions 4A.1 – 4A.2.3 have been removed.

#### **4B Economic and Financial Standing (Section III.1.2 of the contract notice)**

#### **City Building (Glasgow) LLP requirement for this element is as below –**

Bidders must comply with the undernoted financial requirements in order to participate in the tendering process:-

There is a minimum financial requirement that affects Minimum Turnover Trading Performance and Balance Sheet Strength

There is also a further requirement regarding Current Liquidity, which can be met by a Letter of Comfort from the bank of the Bidder (see below)

#### Minimum Turnover

Minimum Turnover to be set at £5.0m per annum

#### Trading Performance

An overall positive outcome on pre tax profits over a 3 year period Exceptional items can be excluded from the calculation. The above would be expressed in the ratio Pre-Tax Profit/Turnover

#### Balance Sheet strength

Net worth of the organisation must be positive at the time of evaluation and organisation must not be subject to an insolvency process. Intangibles can be included for purposes of the Total Assets figure. The above would be expressed in the ratio Total Assets/Total Liabilities

If an applicant is only required to file abbreviated accounts with Companies House, then in the event of the company being successful in the procurement process, full set of accounts will be required in order to verify the above ratios have been complied with.

An applicant should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Applicants who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

Due to the negative financial consequences of the pandemic, City Building (Glasgow) LLP also requires assurance regarding current liquidity of the bidding company. The bidder must provide a Letter of Comfort from its own bank to satisfy the above financial requirement.

If the pandemic has had an adverse affect on the latest set of accounts filed with Companies House, City Building (Glasgow) LLP will take that into account in determining financial suitability for the contract. The above, however, should not

impinge on the financial viability of the company, as defined by the ratios set out in the above financial requirements.

City Building (Glasgow) LLP reserves the right, at its own discretion, to seek such other information from the Bidder in accordance with Regulations 61(7) or Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing.

**Due to the potential negative financial consequences on company finances of the pandemic,**

**City Building (Glasgow) LLP also requires assurance regarding current liquidity of the bidding company the Bidder must provide a Letter of Comfort from its own bank to satisfy the above financial requirement and a full set of accounts for each of the last two financial years filed with Companies House.**

**CBG will request this information via a Request for Information on PCS-T during the course of the evaluation.**

City Building (Glasgow) LLP reserves the right, at its own discretion, to seek such other information from the Bidder in accordance with Regulations 61(7) or Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing

**4B Minimum Insurance requirements (Section III.1.2 of the contract notice)**

PCS-T Question 4B.5.1 – 5.3 to be completed based on the criteria listed below:-

Bidders must hold or commit to obtain prior to the commencement of the contract if successful the following insurances –

Public Liability

The organisation/consultant shall take out and maintain throughout the period of their services Public Liability Insurance to the value of at least FIVE MILLION POUNDS STERLING (£5,000,000) in respect of any one claim and unlimited in the period including Pollution and Contamination cover (sudden and unforeseen) and in the aggregate. This policy should cover the removal and disposal of asbestos.

Products Insurance

The organisation/consultant shall take out and maintain throughout the period of their services Products Liability insurance to the value of at least FIVE MILLION

(£5,000,000) POUNDS STERLING in respect of any one claim and in the aggregate.

#### Professional Indemnity

The organisation/consultant shall take out and maintain throughout the period of their services and for a further 3 years on completion of their service, Professional Indemnity insurance to the value of at least FIVE MILLION (£5,000,000) POUNDS STERLING in respect of any one claim and in the aggregate.

#### Motor Insurance

The organisation/consultant shall take out and maintain throughout the period of their services, at least statutory Motor insurance cover as per the Road Traffic Act 1988.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for other EU member states. No organisation may sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, except with CBG'S express permission in writing. It is the express responsibility of the lead organisation to ensure this is the case.

Should the Bidder not have the specified insurances at the time of expressing an interest then the Bidder must certify in their response to this SPDS that the specified insurance will be obtained prior to contract award, should they be successful.

#### **Confirmation of Insurances**

The Bidder is required to confirm that these levels of insurance would be in place should the Bidder be awarded this contract.

If the Bidder does not have the specified insurances or not certify an undertaking to do so, this **WILL** result in the Bidder not being taken to the next stage in the evaluation process.

Bidders who do not currently have the required level of insurance and who indicate that they are not willing to obtain the appropriate level of insurance (prior to the commencement of the contract if their bid is successful) will be rejected.

CBG reserves the right to request copies of insurance certificates from bidders at any point during the contract period

#### **4C Technical and Professional Ability (Section III.1.3 List and brief description of selection criteria of the contract notice)**

PCS-T Question 4C.1.2 has to be completed based on the criteria listed below with the exception of 4C.1-1.1, 4C2 – 4C.12.2 as they have been removed.

#### **Instructions**

Bidders are required to provide evidence of having the necessary capacity and capability to deliver the requirement as described in Section II.2.4 of the Contract Notice and all other documentation found within the buyer’s attachment area on PCS-T.

In order to ensure that newer or start-up companies have a chance to demonstrate any experience relevant to the current requirement, examples may be provided from:

- Within your organisation (bidders may rely on the experience of personnel that they intend to use to carry out the current requirement, even if that experience was gained whilst working for a different organisation)
- Other consortium members (where a consortium bid is being proposed)

Bidders should be aware that they may be asked to confirm prior to the contract award stage that there has been no material change to the skills, experience and resources available to them since submitting their SPD response

Question Reference	Description
4C.1.2	<p><b><u>CBG’s guidance for this question is detailed below-</u></b></p> <p>Provide <b>two</b> relevant examples from within the last three years that demonstrate your organisation has the relevant and necessary skills, expertise and experience to deliver the service required by CBG. For each relevant example the following information should be provided but is not limited to –</p> <ol style="list-style-type: none"> <li>1. an overview of the contract including customer name, contract start and completion date and contract value.</li> <li>2. a thorough and detailed description for <b>each example</b> of the scope of the requirement and service provided by you demonstrating experience in a contract the same or similar in scope and complexity to the CBG requirement.</li> <li>3. Innovation aspects provided by the bidder <b>for each example</b> to include details of any service development and innovation to improve performance and efficiency.</li> </ol> <p>Your response to this question should not exceed, for each example, <b>4 x A4 sides, this</b> page count includes all text (Arial font 11), photographs, figures and diagrams.</p>

	<p>Where a submission exceeds the maximum number of pages indicated per example, no account will be taken of the content of the pages beyond the maximum.</p> <p><b><u>Weighting</u></b>                  The weighting will be out of 100 with 50% attributed to each example. A minimum pass mark of 60 out of 100 is required overall for this question. Any bidder who fails to achieve the minimum score for this question will be excluded from the process at this stage and the price submission will not be considered.</p>
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**Evaluation Process**

CBG will take an overall view on the bidders response and use the below scoring methodology

**Scoring Methodology**

A total mark will be calculated and entered into a Score Calculator Evaluation Spreadsheet. This mark will be obtained by assessing the overall response in accordance with the following guide:

<b>GENERIC SCORING GUIDANCE</b>	<b>RATING</b>
Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion.	0 - Unacceptable
Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability	1 - Poor
Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature.	2 – Acceptable
Response is relevant and Good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services.	3- Good
Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills/capacity/capability relevant to providing similar services.	4 - Excellent

For information, should you score 4 for example 1 you will secure 50% for that example, should you score 3 for example 2 you will secure a score of 37.5% for that example. The combined total 87.5 which would result in pass for this stage. Any bidder failing to achieve the minimum score of 60 will not progress to the Award stage.

**4D – Quality Assurance Schemes and Environmental Management Standards (Section III.1.3 Minimum level(s) of standards required of the contract notice)**

PCS-T Question 4D.1 - 4D.2.2 have to be completed based on the criteria listed below

Please CBG will request copies of certificates and any other information as detailed below via a Request for Documentation on PCS-T if appropriate to do so.

<b>Question Reference</b>	<b>Questions from SPD and related Statements for SPD</b>
4D.1  4D.1.1  4D.1.2	Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required quality assurance standards, including accessibility for disabled persons?  <b>If not</b> , please explain why and specify which other means of proof concerning the quality assurance scheme can be provided:  If the relevant documentation is available electronically, please indicate:
. The bidder <u>must hold</u> 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:  a. a documented policy regarding its quality management which sets its out responsibilities and which is championed by its Chief Executive, or equivalent. The policy must be relevant to the nature and scale of the services to be provided and formally periodically reviewed.  b. documented procedures for reviewing, correcting and improving quality performance including complaints handling and corrective action.  c. be able to provide copies of its organisation’s documentation procedures that meet current agreed good practice. These must include the	

arrangements for quality management throughout the bidder’s organisation and how these are communicated to the workforce.

d. have documented arrangements for providing it’s workforce with quality related training to ensure that the workforce has sufficient skills and understanding to discharge their various responsibilities. These must include a programme of training that will keep the workforce up to date with required knowledge about quality related issues, including copies of job profiles; training manuals and records.

4D.2	Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required environmental management systems or standards?
4D.2.1	<b>If not</b> , please explain why and specify which other means of proof concerning the environmental management systems or standards can be provided:
4D2.2	If the relevant documentation is available electronically, please indicate:

**CBG requirement for Environmental is stated below**

1 The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with  
 BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate,  
 OR

22. The bidder must have the following:

- a. a regularly reviewed documented policy regarding environmental management authorised by the Chief Executive, or equivalent.
- b. arrangements for ensuring that the bidder’s environmental management procedures are effective in reducing / preventing significant impacts on the environment.
- c. arrangements for providing employees with training and information on environmental issues.
- d. arrangements for checking, reviewing and where necessary improving, the bidder’s environmental management performance and the environmental impact of the organisation,
- e. arrangements for demonstrating that the bidder has a system for monitoring environmental management procedures on an on-going basis and for updating them at periodic intervals.
- f. arrangements for dealing with waste e.g. waste management plans, waste segregation, recycling etc.

g. arrangements for ensuring that any suppliers the bidder engages apply environmental control measures that are appropriate to the work for which they are being engaged, including procedures for monitoring supplier's environmental management arrangements.

### **CBG Health and Safety Requirement -**

**Please note CBG will request copies of certificates and any other information as detailed below via a Request for Documentation on PCS-T.**

The bidder must meet CBG's criteria for Health and Safety as detailed below and as per Contract Notice –

Has your organisation been convicted of breaching health and safety legislation, or had any enforcement notices served upon it by Health and Safety Executive (or equivalent body) in the past three years?

**If your answer to the above is "yes" please provide details of the conviction or notice and details of any remedial action or changes you have made as a result of the conviction or notice served.**

#### **Guidance**

CBG will exclude bidders that have been in receipt of any enforcement/remedial orders unless you can demonstrate to CBG's satisfaction that appropriate remedial action has been taken to prevent future occurrences.

The successful bidder must also meet the requirements below-

### **Health and Safety Procedures**

The bidder must hold a current accredited certificate of registration to ISO 45001 or where the bidder does not have such registration they must be able to positively confirm compliance the below -

The bidder must have a regularly reviewed and documented policy for Health and Safety management, endorsed by the Chief Executive Officer, or equivalent. **Note** - Organisations with fewer than five employees are not required by law to have a documented policy statement.

### **4E – Global Question for all Selection Criteria**

PCS-T Question 4 has been removed as relevant to this tender.

### **SPD Part V – Reduction of the number of qualified candidates**

PCS-T Question 5.1 – 5.3 have been removed as not relevant to this tender

### **SPD Part VI – Concluding Statement**

PCS-T Question 6.1 Declaration to be completed

**Contract Notice Information**

- **Section III.2.2 Contract Performance Conditions of the contract notice**

KPI's are listed in the tender documents.

- **Additional Information (section VI.3 of the contract notice)**

**Terms and Conditions**

Are located within the buyer's attachment area of PCS-T.

**Affiliated Bodies**

Bidders are asked to note that the following Affiliated Bodies may participate in this contract:

The contract will be with City Building (Glasgow) LLP, but may be extended, under the arrangements and terms and conditions agreed with the successful bidder(s) to City Building (Contracts) LLP, The Wheatley Housing Group, Glasgow City Council and affiliated bodies and Aleo's as per below -

**Wheatley Group:** means any direct or indirect subsidiaries (within the meaning of section 1159 of the Companies Act 2006) of Wheatley Housing Group Limited (company number SC426094, having its registered office at Wheatley House, 25 Cochrane Street Glasgow G1 1HL) or any joint venture company including Wheatley Housing Group Limited or a direct or indirect holding company of any of its direct or indirect subsidiaries (within the meaning of section 1159 of the Companies Act 2006 or any other person in which Wheatley Housing Group Limited has an interest or any other person nominated by Wheatley Housing Group Limited as a "Wheatley Group Entity";

**Glasgow City Council ALEO's** means anybody owned in whole or in part by the Authority (or any subsidiary of such a body) which performs or carries on any of the functions and/or activities that previously had been performed and/or carried on by the Authority, including without limitation, Cordia (Services) LLP, Cordia (Contracts) LLP, Cordia (Care) LLP, Culture and Sport Glasgow, Culture and Sport Glasgow (Trading) C.I.C, City Parking (Glasgow) LLP, City Property (Glasgow) LLP, City Property Glasgow (Investments) LLP, City Property Glasgow (Operations SL1) LLP, City Property Glasgow (Operations SL2) LLP, City Property Glasgow (Operations SL) Limited, Community Safety Glasgow, Community and Safety Services Limited, Glasgow Security Service C.I.C, Jobs and Business Glasgow, Property by Jobs and Business Glasgow Ltd, Service Glasgow LLP, Clyde Gateway URC and Clyde Gateway Developments Limited;

### **Freedom of Information Act**

Information on the FOI Act is within Instructions to Bidders. Bidders must note the implications of this legislation and ensure that any information they wish the CBG to consider withholding is specifically indicated on the FOI Certificate contained in the buyers attachments area within the PCS Tender portal (NB. City Building (Glasgow) LLP does not bind itself to withhold this information).

### **Non-Collusion**

Bidders will be required to confirm their agreement to the statements listed in the non-collusion certificate which is contained in the buyers attachments area within the PCS Tender portal.

### **Bidders Amendment**

Bidders must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to the offer. Bidders will be required to complete the Bidders Amendment Certificate

The successful bidder will be required to submit a copy of the Waste Management Licence held by the final disposal site for the waste. Adherence to all environmental legislation will be monitored by CBG throughout the term of the contract.

### **Community Benefits**

CBG expects the successful bidder to deliver a range of community benefits meeting CBG's priorities in partnership with CBG, to maximise the added benefit from the contract.

Community Benefits will be mandatory on a Pass/Fail basis and will therefore not be evaluated as part of the tender evaluation. Community benefits will therefore be a contractual requirement and form part of the awarded contract. The successful bidder will be obliged to deliver their commitments. This element will be monitored continuously throughout the contract life and measured via KPI's.

Bidders must commit to paying 0.5% of the annual income derived from this contract with CBG to Community Benefits the detail of which to be determined by CBG, acting reasonably, following constructive discussions with the successful bidder.

## **Request for Documentation**

If so, required by CBG, the bidder will be expected to provide all documentation as specified in the SPD. This is known as a Request for Documentation. When the Request for Documentation is made, Bidders must supply the relevant information within the time stipulated. CBG can request this information at any time in the evaluation process.

Failure to provide this information within the specified time may result in your bid being rejected.

Stage one – compliance with mandatory and discretionary elements. (Any bid failing at either of these elements will not progress)

Stage two – evaluation of SPD QUESTION 4C.2 - any bid failing to achieve the required score of 60% or above will not progress

Stage three. – evaluation of award criteria i.e. price/quality submission

Stage four – Request for Information (RFI) - Finance, Quality, Health and Safety, Environmental and any other evidence required to ensure compliance to the requirements. CBG can call upon RFI at any stage in the evaluation process from any bidder.