



Edinburgh, 14th May 2025

Dear Sir/Madam,

The Diplomatic Mission of Spain in Edinburgh has taken the decision to procure cleaning services for its premises. Therefore, it is with pleasure that I hereby invite you to submit a bid, under the terms stipulated in the **technical specifications** that you shall find attached, together with the applicable **draft contract**.

Characteristics of the procurement:

Base budget of the tender (taxes included)	GBP 58,000. Any bid exceeding said amount shall be automatically excluded from the tendering procedure.
Duration of the contract	24 months, with two extension of 12 months each.
Civil liability insurance policy	A civil liability insurance policy is required for the minimum amount of the base budget of the tender.
Guarantee	A guarantee is not required.
Price review	There will be a price revision during the execution of the contract, throughout the processing of the extension, according to the accumulated monthly variation of the national Consumer Price Index between the start of the contract/extension and three months prior to the beginning of the extension ( <a href="https://www.ons.gov.uk/economy/inflationandpriceindices">https://www.ons.gov.uk/economy/inflationandpriceindices</a> ).
Award criteria	Price
Conflict resolution	Any litigious issues arising from the performance of the contract shall be resolved by mutual agreement between the parties and, failing that, shall be submitted to the jurisdiction of the Spanish courts, in the case of Spanish companies. In all other cases, these matters shall be submitted to the jurisdiction of the Spanish Courts if the Contractor so accepts.
Solvency requirements for candidates	<b>Economic and financial solvency:</b> Civil liability insurance for professional risks for an amount equal to or greater than the base budget of the tender.  <b>Technical and professional solvency:</b> List of the principal services or works carried out of the same or similar nature to that constituting the subject matter of the contract, within, at most, the last three years, stating the amount, the date and the recipient (whether public or private) thereof. The price of the aforementioned contracts should at least amount the base budget of the tender.



### Submission of bids

The bids submitted by the interested parties shall adhere to the technical specifications, to this invitation, and to any other documentation governing the tender, and shall only be submitted using the attached template entitled “Financial bid and signed declaration”. Submission of bids entails the unconditional acceptance by the business owner of the content of all the clauses and terms of the aforementioned documents, without any exception or reservation. The proposal shall meet the following criteria:

Deadline for the receipt of bids	04-06-2025, 15:00
Place and format for the submission of bids	1. On paper, at the Registry of (63 North Castle Street. EH” LJ. Edinburgh) 2. By email, addressed to: (cog.edimburgo.adm@maec.es)
Language of the bid	<i>English</i>
Documentation to be submitted	Bid and signed declaration using the template attached to this invitation

Yours sincerely,

In Edinburgh, on 14<sup>th</sup> May 2025

THE CHANCELLOR INCHARGE A.I.

Signature:

Fernando Roldán Montaud



**BID AND SIGNED DECLARATION**  
**Dossier no. 2025/041**

**Candidate information**

Company		
Tax ID no./Equivalent		
Domicile		
Telephone		
Representative		
National ID Card/Equivalent		
Email for notification purposes		

**Award criteria: Price (100 points)**

The initial financial bid submitted for all the services described in the technical specifications, and pursuant to the draft contract is:

BID FOR THE ENTIRE CONTRACT, WITHOUT ANY EXTENSIONS (Excluding taxes)		
TAXES (20 %)		

**TOTAL 24 MONTHS, INCLUDING TAXES:**

In Edinburgh, on \_\_\_\_\_ 2025

Signature:



**Signed declaration**  
**Dossier no. 2025/041.**

The signatory hereby declares:

1. Unconditional acceptance of the content of all of the clauses and terms defined in the letter of invitation, in the technical specifications, and in the draft contract.
2. That the company has the **technical and human resources** to perform the contract and undertakes to allocate said resources thereto.
3. That the company has been **validly incorporated** and that in accordance with its corporate purpose it may participate in the tendering process, and that the signatory of this declaration holds the necessary powers of representation to submit the bid and the documentation.
4. That the company has the relevant classification, where applicable, or meets the requirements regarding **economic, financial and technical or professional solvency**, in the terms set forth in the letter of invitation.
5. That the company has not been banned from entering into public sector contracts.
6. That, if the resources of other companies are to be used, a signed declaration from each of these companies is submitted together with this declaration.
7. That, if proposed as the successful tenderer of the contract, it will provide a civil liability insurance policy for a minimum amount of the base tender budget and will keep it in force for the entire period of execution of the service.
8. LITIGIOUS ISSUES: Any litigious issues arising from the performance of the contract shall be resolved by mutual agreement between the parties and, failing that, shall be subject to the jurisdiction of the Spanish courts, if the Contractor so accepts.

Do you accept to submit to the jurisdiction of the Spanish courts to resolve any type of discrepancy that may arise during the performance of the contract?

☐

YES, I agree to submit to the jurisdiction of the Spanish courts

☐

NO, I do not agree to submit to the jurisdiction of the Spanish courts

*The Mission shall require the candidate proposed as having submitted the best bid to submit, within ten working days, the documentation substantiating compliance with the aforesaid criteria. If this requirement is not met, the tenderer shall be deemed to have withdrawn its bid, without prejudice to any penalties that might apply. In this case, the same documentation shall be required from the next-ranking tenderer, according to the order of classification of the bids.*

At Edinburgh, on \_\_\_\_\_ 2025

Signature: