



Glasgow City Council

Contracts and Property Committee

Report by Director of Legal and Administration

Contact: Maureen Fitzpatrick

Ext: 76406

Item 6

7th August 2025

**The Supply and Delivery of Linens and Fabrics
Tender Reference: GCC006158CPU**

Purpose of Report:

To submit details of the tenders received for the supply and delivery of linens and fabrics and recommend acceptance of the most economically advantageous tender as detailed in this report.

Recommendations:

The Contracts and Property Committee is requested to approve the award of a framework agreement for the supply and delivery of linens and fabrics to the suppliers listed below, and as set out in the table 2.3 .

Muirgroup Interiors Limited - (SC073270)

Gailarde Limited - (01406026)

Decotex Limited - (03072688)

Ward No(s):

Citywide: ✓

Local member(s) advised: Yes ☐ No ✓

consulted: Yes ☐ No ☐

1 Background and Tender

- 1.1 Glasgow City Council's ("the council's") budget for the supply and delivery of linens and fabrics is £299,000 per annum.
- 1.2 The council has an ongoing requirement for the supply and delivery of linens and fabrics to various council and council family establishments.
- 1.3 The appointed framework suppliers will provide the council with curtains, blinds and bedding in accordance with the required regulated source ratings for flame retardancy.
- 1.4 A commodity team consisting of stakeholders from the Corporate Procurement Unit (CPU), Glasgow City Health and Social Care Partnership (GCHSCP) and City Building Glasgow was formed to develop the sourcing strategy and deliver a new framework.
- 1.5 As part of the pre market engagement, a capability and capacity enquiry was issued to twenty (20) suppliers and thirteen (13) confirmed an expression of interest. Of the 7 suppliers which were not interested, 4 confirmed that they could not meet the council's requirements in full, 1 advised they would not be interested due to previous unsuccessful bids, 1 advised they only provide orders in bulk and 1 supplier declined to give a reason.
- 1.6 As part of the sourcing strategy developed, the framework was split into 3 distinct lots. These lots are:

Lot	Description	Annual Value
1	The supply, delivery, installation and repair of curtains and blinds	£146,000
2	The supply and delivery of source 5 bedding	£108,000
3	The supply and delivery of towels and source 7 bedding	£45,000

- 1.7 It was agreed that an open tender procedure would be the most appropriate method to deliver this framework. The opportunity was advertised via UK Find a Tender Service and Public Contracts Scotland.
- 1.8 The duration of the framework is for a period of 4 years, commencing on 08 September 2025.
- 1.9 The framework will be utilised by GCHSCP, City Building Glasgow, Education Services, Glasgow Life and Neighbourhoods, Regeneration and Sustainability.

2 Evaluation

- 2.1 16 suppliers expressed an interest and 5 submitted a bid. Of the 11 suppliers that failed to respond only 4 provided feedback; 2 cited that they did not have

enough time to complete a bid, 1 cited it did not align with their core business and 1 was due to the multiple delivery locations.

2.2 Of the 5 suppliers which submitted a bid, 2 failed to meet the minimum pre-selection threshold of 60% and were therefore not taken forward for evaluation.

2.3 The award evaluation was based on the following criteria and weightings:

Lot	Price	Quality	Quality Sub Criteria
1	70%	30%	Project management – Curtains 7.5%
			Project management – Blinds 7.5%
			End of Life Disposal 5%
			Supply Chain 5%
			Fair Work First (including the Real Living Wage) 5%
2	70%	30%	Quality Control 10%
			Service Provision 10%
			Supply Chain 5%
			Fair Work First (including the Real Living Wage) 5%
3	70%	30%	Quality Control 10%
			Service Provision 10%
			Supply Chain 5%
			Fair Work First (including the Real Living Wage) 5%

2.4 The evaluation of award scoring and evaluation value of the suppliers recommended for award, within each respective lot, is shown in the table below:

Lot	Description	Supplier	Total Evaluation Score	Evaluation Value	Rank
1	The supply, delivery, installation and repair of curtains and blinds	Muirgroup Interiors Ltd	99.00	£123,922	1
2	The supply and delivery of Source 5 bedding	Gailarde Ltd	89.67	£105,032	1
		Decotex Ltd	89.00	£97,035	2
3	The supply and delivery of Towels and Source 7 bedding	Decotex Ltd	89.00	£42,444	1
		Gailarde Ltd	84.20	£50,188	2

- 2.5 The quantities to be purchased through this framework are unknown, the award value of this framework is estimated at up to £299,000 per annum. This is taking account of historical spend and potential price increases over the 4 year duration. Prices are fixed for duration; however the supplier can apply for a price increase once a year after 12 months based on freight charges, cost of labour and cost of oil (for the production of polyester).
- 2.6 The new iteration of this framework has adopted a new commercial model and lotting strategy to allow for more accuracy in pricing and management information. It is therefore not possible to report on any savings at present, as a like for like analysis cannot be achieved, however, this change will allow for this in the future

3 Contract implementation and Supplier Management

- 3.1 The individual service departments will monitor the suppliers' day to day operational performance. The CPU will undertake overall contract management.
- 3.2 The outcome of our Contract Management Assessment Tool (CMAT) has deemed this framework to be categorised as low. The supplier will be monitored in line with our contract and supplier management process which includes tracking the suppliers performance against the key performance indicators and working collaboratively to identify opportunities of improvement and innovation.
- 3.3 The agreed community benefits outcome commitments will be monitored via Cenefits which is a web based monitoring tool. We will also capture sustainable commitments within the CPU Sustainable Register.

4 Policy and Resource Implications

Resource Implications:

Financial:

The estimated annual value of the framework is £299,000 per annum, totalling £1,196,000 over the 4 year duration. This will be met by the service areas revenue budget.

As per paragraph 2.6 it is not possible to report on any savings at present, however, this new framework will allow for this consideration in the future.

Legal:

The report raises no new legal issues.

The Director of Legal and Administration will be responsible for concluding the framework.

<i>Personnel:</i>	No direct personnel implications.
<i>Procurement:</i>	Open tender procedure as detailed in section 1.7.
Council Strategic Plan:	This supports Grand Challenge 2, mission 1.

Equality and Socio-Economic Impacts:

<i>Does the proposal support the Council's Equality Outcomes 2021-25</i>	Yes - the Sustainable Procurement Duty requires that before a contracting authority buys anything, it must think about how it can improve the social, environmental and economic wellbeing of the area in which it operates, with a particular focus on reducing inequality.
<i>What are the potential equality impacts as a result of this report?</i>	An EQIA was not required for this contract as there is no impact.
<i>Please highlight if the policy/proposal will help address socio economic disadvantage.</i>	<p>Fair Work First was included as part of the award criteria with a weighting of 5%.</p> <p>The Fair Work First tender submissions of the suppliers recommended for the award are set out in Appendix A.</p> <p>Community Benefits were included as part of the tender process. The suppliers recommended for appointment to the framework have confirmed outcomes under thresholds of spending, which are detailed in Appendix B.</p>

Climate Impacts:

<i>Does the proposal support any Climate Plan actions? Please specify:</i>	Yes – action 59 is supported via this framework.
<i>What are the potential climate impacts as a result of this proposal?</i>	Water and carbon consumption associated with the production of linens and fabrics and carbon emissions associated with deliveries.
<i>Will the proposal contribute to Glasgow's net zero carbon target?</i>	<p>The key mitigations are as follows:</p> <ul style="list-style-type: none"> • Vehicles delivering the services will be required to be LEZ compliant.

- Supplier has confirmed that old materials and scrap materials will be donated to charity or to community sewing groups for reuse.

Privacy and Data Protection impacts: No data protection impacts identified.

5 Recommendations

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Appendix A - Fair Work First Outcomes

Tenderer	Employee Voice	Investment in Workforce Development	No Zero Hours	Gender Pay Gap / Inclusive Workplace	Pay Real Living Wage	Flexible & Family Friendly	Oppose Fire & Re-Hire
Muirgroup Interiors Limited	Yes	Yes	Yes	No	Yes	Yes	Yes
Gailarde Limited	No	Yes	Yes	Yes	No	Yes	Yes
Decotex Limited	No	No	Yes	No	Yes	No	Yes

Appendix B - Community Benefits Outcomes

Supplier	Threshold 1 (£50,000 - £100,000)	Threshold 2 (£100,000 - £250,000)	Threshold 3 (Above £250,000)
Muirgroup Interiors Limited	1 x Work Experience Placement - School	1 x Work Experience Placement - School	1 x Work Experience Placement - School
Gailarde Limited	1 x Career Event	1 x School Mentoring or Enterprise Programme	1 x School Mentoring or Enterprise Programme
Decotex Limited	1 x Work Experience Placement – School	1 x Work Experience Placement – School 1 x Workplace Visit	2 x Work Experience Placement – School 1 x Workplace Visit 1 x New Employee - Full Time Job (Non Priority Group)