



Schedule of Clarifications

Provision of Cleaning Services

Tender Procedure: Open Procedure

CfT ID: 8346174



Clarifications – Tranche 1

Issued on 23 June 2026

| Msg ID | Query | DMI Position/Response |
|--------|---|--|
| 701050 | Can we please request the TUPE information for the existing contract staff? | Please see Appendix 1 to this Schedule of Clarifications. |
| | Can you clarify if the client provides the washroom consumables such as toilet paper, hand towels, soap and refuse bags? | DMI currently purchase soap for the dispenser and toilet roll. Cleaning supplies and equipment are provided by the current contractor. |
| 712549 | <p>We have attempted to contact the email address provided on two separate occasions to arrange a site visit but have not yet received a response.</p> <p>Could you please confirm whether this is the correct contact email, or advise if there is an alternative contact method or email address we should use to arrange the site visit?</p> <p>We would appreciate your assistance, as we would like to ensure we have the opportunity to view the site before submitting our tender.</p> | <p>The email address is correct.</p> <p>Please resubmit site visit request</p> |
| 714294 | In the Appendix 2 Pricing Schedule can you clarify item No. C2 should be Window Cleaning as opposed to Factory Floor Cleaning? | Item No. C2 on the Pricing Schedule should read Window Cleaning as opposed to Factory Floor Cleaning. A revised Pricing Schedule is associated with this Schedule of Clarifications. |
| | Is the window cleaning requirement internal and external windows or external window cleaning only? | Window cleaning is both internal and external. Section 4.8 of the RFT should read as per Appendix 2 to this Schedule of Clarifications. |

Appendix 1

TUPE Information

| | Resource1 | Resource 2 |
|---|----------------------|----------------------|
| Job Title/Role | Cleaning Operative | Cleaning Operative |
| Employment Status (FT/PT/Casual) | PT | PT |
| Contract Type (Permanent/Fixed Term) | Permanent | Permanent |
| Length of Service (Years/Months) | 2yrs 5 months | 3 months |
| Weekly Contracted Hours | 20 | 18 |
| Average Weekly Hours Worked (Last 12 Months) | 20 | 18 |
| Shift Pattern | 9:30 – 14:30 | 11am – 5pm |
| Work Location | DMI | DMI |
| Pension Entitlement (Y/N) | Yes | Yes |
| Sick Pay Entitlement | 5 Days | 5 Days |
| Annual Leave Entitlement | 4 working weeks + BH | 4 working weeks + BH |
| Other Contractual Benefits | None | None |

Additional Information

A. Employee Relations

| Question | Response |
|---|----------|
| Are any employees currently subject to disciplinary procedures? | None |
| Are any employees currently subject to grievance procedures? | None |
| Are there any ongoing employment-related claims, disputes or tribunal proceedings? | None |
| Are there any collective agreements applicable to employees assigned to the contract? | None |
| Is any recognised trade union involved in the delivery of the services? | None |

B. Potential Changes

1. At present, there are no anticipated changes to staffing arrangements within the next 12 months.
2. There are currently no proposed pay increases, benefits changes, or contractual amendments pending implementation, other than any statutory changes that may apply by law.
3. We are not aware of any circumstances at this time that would materially affect employee transfer liabilities.

Appendix 2

Amendment to Appendix 1, Section 4.8 of RFT

Delete existing Section 4.8 (Appendix 1) and replace with the following (amendments highlighted in red)

4.8 Additional Services - Factory-Floor Cleaning & Window Cleaning

The Contractor is required to provide separate pricing for factory-floor **and window** cleaning services. This is an additional, optional service which the Client may call off as required. Tenderers must price both of the following programmes in Schedule 2 (Section C):

- monthly factory-floor cleaning (price per visit); and
- bi-monthly **window** cleaning, i.e. once every two months (price per visit).

For each programme the tenderer's submission must clearly set out:

- the scope of works included (e.g. machine cleaning, floor scrubbing, waste removal);
- the equipment and materials provided; and
- the estimated duration and staffing required per visit.

For evaluation purposes only, the monthly programme **and bi-monthly programme** will be included in the Total Evaluated Price, as set out in Schedule 2. This does not commit the Client to procuring factory-floor cleaning **or window cleaning** at that or any frequency.