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Tender

Provision of Print Services

Tayside Procurement Consortium

F02: Contract notice

Notice identifier: 2021/S 000-001254

Procurement identifier (OCID): ocds-h6vhtk-028c3c

Published 21 January 2021, 3:24pm

Section I: Contracting authority

I.1) Name and addresses

Tayside Procurement Consortium

Fairmuir Depot, 365 Clepington Road

Dundee

DD3 8DZ

Email

rhonda.mckay@dundeecity.gov.uk

Telephone

+44 1382834024

Country

United Kingdom

NUTS code

UKM7 - Eastern Scotland

Internet address(es)

Main address

<http://www.taysideprocurement.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA12382

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Print Services

Reference number

TPC/PRINT/20/22

II.1.2) Main CPV code

- 22000000 - Printed matter and related products

II.1.3) Type of contract

Supplies

II.1.4) Short description

Provision of Various Printed Materials such as: General Stationery, Litho, Digital and Finishing, Large Scale Posters, Exhibition Panels, Banners, Correx Boards, and Signage. Please note: Road Signage is NOT included as part of this tender, and will not be purchased via this route to market.

II.1.5) Estimated total value

Value excluding VAT: £1,450,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

General Stationery, Sheet-Fed Litho, Specialist Litho, Digital Printing, and Finishing

Lot No

1

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products
- 22100000 - Printed books, brochures and leaflets
- 22450000 - Security-type printed matter
- 22458000 - Bespoke printed matter

II.2.3) Place of performance

NUTS codes

- UKM7 - Eastern Scotland

Main site or place of performance

Geographical area of Angus Council, Dundee City Council, and Perth & Kinross Council

II.2.4) Description of the procurement

Provision of General Stationery, Sheet Fed Litho, Specialist Litho and Digital Printing and Finishing:

Standard stationery including (but not limited to) – Letterheads, Business Cards, Envelopes, and Compliment Slips; and

All general sheet-fed work (four colour process, spot colour and digital) to include brochures, reports, leaflets, A4 and A5 stitched pads with up to 5 NCR etc.

Included within this lot is specialist printing such as – letterpress and binding (sewn and perfect), UV Varnishing along with standard finishing – saddle stitching, folding, die cutting etc.

II.2.5) Award criteria

Quality criterion - Name: General Requirements / Weighting: 17

Quality criterion - Name: Technical Requirements / Weighting: 35

Quality criterion - Name: Contract Administration / Weighting: 8

Price - Weighting: 40

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

May take up the option to extend the contract (either singly or in phases) for a further period (or periods) of up to 24 months after the expiry of the initial term.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

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

II.2) Description

II.2.1) Title

Large Format Work and Signage

Lot No

2

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products
- 22100000 - Printed books, brochures and leaflets
- 22450000 - Security-type printed matter
- 22458000 - Bespoke printed matter

II.2.3) Place of performance

NUTS codes

- UKM7 - Eastern Scotland

Main site or place of performance

Geographical area of Angus Council, Dundee City Council, and Perth & Kinross Council.

II.2.4) Description of the procurement

For the provision of Large Format Work and Signage.

To include: large scale posters, billboard sized printed graphics, printed exhibition panels, banners, correx and foamex boards, and plaques.

II.2.5) Award criteria

Quality criterion - Name: General Requirements / Weighting: 17

Quality criterion - Name: Technical Requirements / Weighting: 35

Quality criterion - Name: Contract Requirement / Weighting: 8

Price - Weighting: 40

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II.2.14) Additional information

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Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

It is the requirement of this contract that tenderers hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 10 million GBP,

Public Liability Insurance = 5 million GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

Tenderers will be required to provide examples that demonstrate/or confirm:

*they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the OJEU Contract Notice.

*sound quality control processes.

*they have they have appropriate human resources available to deliver the requirements of the contract.

*a robust Environmental Management process

*their average annual manpower for the last three years.

*have (or have access to) the relevant tools, plant or technical equipment to deliver the types of requirements detailed in II.2.4 in the OJEU Contract Notice.

*the proportion (i.e percentage) of contract that is intended for subcontracts.

*they're agreement to provide samples.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 12

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

25 February 2021

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 28 July 2021

IV.2.7) Conditions for opening of tenders

Date

25 February 2021

Local time

12:30pm

Place

DUNDEE

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17759. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

During the term of the contract, Tayside Procurement Consortium will request Management Information to support the delivery of

community benefits. This will be monitored and reported during the lifetime of the contract.

Improving education and skill, delivering training and development, work experience/local apprenticeship programmes, enhancing and improving community projects and improving local employability all promote examples of community benefits.

Tayside Procurement Consortium require detail on:

- A history of benefits delivered incl. what they were, the benefit delivered and outcome achieved.

- How you continue to promote on-going delivery of community benefits, incl. future plans

- How you may be able to deliver community benefit throughout the region of Tayside

(SC Ref:641779)

VI.4) Procedures for review

VI.4.1) Review body

Forfar Sheriff Court and Justice of the Peace

22 Market Street

Forfar

DD8 3LA

Telephone

+44 1307462186

Country

United Kingdom

Internet address

<http://www.scotcourts.gov.uk/the-courts/court-locations/forfar-sheriff-court-and-justice-of-the-peace-court>