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Contract

Supply of Archival Boxboard

National Library of Scotland
National Records of Scotland

F03: Contract award notice

Notice identifier: 2022/S 000-001674

Procurement identifier (OCID): ocds-h6vhtk-02dc02

Published 20 January 2022, 10:14am

Section I: Contracting authority

I.1) Name and addresses

National Library of Scotland

George IV Bridge

Edinburgh

EH1 1EW

Contact

Alyssa Lamb

Email

A.lamb@nls.uk

Telephone

+44 1316233790

Fax

+44 1316233701

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.nls.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11622

I.1) Name and addresses

National Records of Scotland

Ladywell House, Ladywell Road

Edinburgh

EH12 7TF

Contact

Simon McLean

Email

simon.mclean@nrscotland.gov.uk

Telephone

+44 1313144215

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00474

I.2) Information about joint procurement

The contract involves joint procurement

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Recreation, culture and religion

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Supply of Archival Boxboard

Reference number

2021.22.001

II.1.2) Main CPV code

- 22992000 - Hand-made paper or paperboard

II.1.3) Type of contract

Supplies

II.1.4) Short description

The National Library of Scotland 'the Library' and National Records of Scotland 'NRS' both use KasemakeCAD box making machines for the production of archival boxes. The Library also uses a Global RBC70 die-cutting machine.

Both organisations require a call-off contract for supply and delivery of archival boxboard and associated services as detailed in full below. This contract will replace the current contract that is due to end in January 2022.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Lowest offer: £79,309 / Highest offer: £99,190 taken into consideration

II.2) Description

II.2.2) Additional CPV code(s)

- 22992000 - Hand-made paper or paperboard
- 22993100 - Photosensitive paper or paperboard
- 22993200 - Heat-sensitive paper or paperboard
- 22993400 - Corrugated paper or paperboard
- 22993300 - Thermographic paper or paperboard

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

National Library of Scotland, 4 Bankhead Medway, Edinburgh, EH11 4BY

II.2.4) Description of the procurement

The National Library of Scotland 'the Library' and National Records of Scotland 'NRS' both use KasemakeCAD box making machines for the production of archival boxes. The Library also uses a Global RBC70 die-cutting machine.

Both organisations require a call-off contract for supply and delivery of archival boxboard and associated services as detailed in full below. This contract will replace the current contract that is due to end in January 2022.

The Library and NRS both contribute to the effective administration of Scotland by collecting, holding, preserving and archiving certain public records and by making them available in accordance with their statutory and other functions.

Both Organisations require archival folding board (board) for use on CAD box-making machines and die cutting machines to produce archival boxes. The archival boxes will provide a micro-environment for archival collections including books, papers and photographs, protecting them from fluctuations in temperature and relative humidity, exposure to light and dust, handling damage and the accidental release of water.

All storage and archival work undertaken by the Organisations is carried out in compliance with ISO 16245:2009 Information and documentation - Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents and BS 4971:2017 Conservation and care of archive and library collections.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-021651](#)

Section V. Award of contract

Contract No

2021.22.001

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

5 January 2022

V.2.2) Information about tenders

Number of tenders received: 2

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Conservation By Design Limited

2 Wolseley Road

Bedford

MK42 7AD

Email

info@cxdinternational.com

Telephone

+44 1234846359

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Lowest offer: £79,309 / Highest offer: £99,190 taken into consideration

Section VI. Complementary information

VI.3) Additional information

The SPD module scoring methodology and minimum mandatory requirements is detailed at sections 10 & 11 of the Contract Notice Instruction and Guidance Document.

To safeguard the effective delivery of the contract , the Library will require any key subcontractors proposed to be used for the delivery of the contract to complete sections A and B of Part II and Part III only of the SPD (S)

Contract Award criteria will be made available along with the ITT and Schedules to tender to the successful Bidders.

The Library is not bound to accept the lowest price or any tendered submission.

(SC Ref:680263)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

<https://scotcourts.gov.uk/about-the-scottish-court-service/contact-us>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures:

The Library will incorporate a minimum of 10 calendar days standstill period at the point of which information on the decision to award the contract is communicated to tenderers (the standstill notification). An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Sessions after informing the Library of its intentions.