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Tender

## **The complete purchase of a Box Cutting Machine - including delivery, installation, training plus an annual support and service term contract.**

National Library of Scotland

F02: Contract notice

Notice identifier: 2024/S 000-004642

Procurement identifier (OCID): ocds-h6vhtk-043959

Published 12 February 2024, 2:29pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

National Library of Scotland

57 George IV Bridge

Edinburgh

EH11EW

#### **Contact**

Julie Bon

#### **Email**

[j.bon@nls.uk](mailto:j.bon@nls.uk)

#### **Telephone**

+44 1316233700

**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](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11622)

**I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Recreation, culture and religion

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

The complete purchase of a Box Cutting Machine - including delivery, installation, training plus an annual support and service term contract.

Reference number

2022.23.094

#### **II.1.2) Main CPV code**

- 42800000 - Machinery for paper or paperboard production

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

To realise the strategic commitments around conservation and preservation of Library collections, the Library requires a Box Cutting Machine for use in the Sighthill Building.

This system must be able to design, crease and cut bespoke enclosure designs.

The boxes created by this system are primarily used by the Library to hold collection items in order to protect and preserve those items. Archival boxboard is the main material used for these boxes as it has preservation qualities.

This is a one-off requirement for the purchase of goods and associated support services for the duration of the term contract.

The Library requires a fully managed contract, including the management of subcontractors as required, for the full delivery of the goods and associated services scoped within this specification over the full term of the contract.

#### **II.1.5) Estimated total value**

Value excluding VAT: £120,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 42000000 - Industrial machinery
- 30131100 - Paper or envelope folding machines
- 42800000 - Machinery for paper or paperboard production

### **II.2.3) Place of performance**

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

National Library of Scotland premises

4 Bankhead Medway, Sighthill, Edinburgh EH11 4BY

### **II.2.4) Description of the procurement**

The Library holds an extensive range of archival materials that are to be protected and preserved within bespoke enclosure designs utilising archival boxboard.

To create these bespoke enclosure designs the Library requires a customisable box cutting machine.

When completing your tender response, you will be required to confirm how your proposed solution meets the mandatory “must” and desirable “should” requirements.

The Invitation to tender letter issued with this specification details in full the process to follow for submitting a compliant tender.

It is anticipated that a contract will be awarded by 9 April 2024 with the delivery, installation and training of the proposed equipment to be by June 2024 and an annual support contract to commence 12 months following successful installation for 6 years.

Prices quoted and accepted for the proposed equipment under this contract is fixed.

Prices quoted and accepted for annual support and servicing will be fixed for the initial 2 years following end of warranty and subject to a price review in accordance with section 5.4 below thereafter.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality Schedule - Technical / Weighting: 70

Cost criterion - Name: Price Schedule - Commercial / Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £120,000

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

Duration in months

87

This contract is subject to renewal

No

#### **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**

Interested suppliers must complete the SPD available with this contract notice.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Not applicable

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

See sections 4B1b of the SPD module

Provide average yearly turnover for years 2020,2021 and 2022

Failure to provide this information may result in the tender being excluded from the tender process and the bidders submissions set aside and not evaluated.

Minimum level(s) of standards possibly required

4B5b - 4B5c of the SPD module

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

4B5b - Employers (Compulsory) liability insurance - 5 million GBP

4B5c - Public liability insurance - 2 million GBP

4B5c - Product liability insurance - 2 million GBP

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Section 4C1 of the SPD.

Minimum level(s) of standards possibly required

Please provide 2 relevant examples of having provided a similar box making machine that is able to design, crease and cut bespoke enclosure designs using primarily archival

boxes as its main material.

Please provide details of the equipment

provided, the Organisation it was provided for and the dates it was delivered.

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

To ensure the highest standards of service quality in this contract the Library expects the successful Service Provider and its sub-contractors (if any) as proposed to commit to progressing towards adopting the Fair Work First criteria in the delivery of this contract as part of a fair and equitable employment and reward package as a route to progressing towards wider fair work practices set out in the Fair Work Framework.

The contract will be subject to performance management conditions with regard to KPIs

Performance conditions are documented in the requirement specifications

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

Date

13 March 2024

Local time

10:00am

#### **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**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

13 March 2024

Local time

10:00am

Place

PCS Electronic Portal - Electronic Postbox

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## **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**

Site visits to supplier's premises will be held week beginning 18 March 2024. Award criteria can be found in the ITT and Quality Schedule (Technical Response) available for download with the ITT.

0 Unacceptable Nil or inadequate response. Fails to demonstrate an ability to meet the

requirement.

1 Poor Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled and or may be overly generic.

2 Acceptable Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas and or may be generic in part.

3 Good Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 Excellent Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

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

Form of contract - The successful supplier will be required to enter into a formal contract in the form as detailed in ITT (conditions of contract for goods and services) available for download with ITT.

Tenders must be submitted in the format as detailed Annex B , Appendix 4 of the ITT.

A "for information only" pdf copy of the evaluation matrix to be used on this procurement is available for download with the ITT.

Tenders must be submitted in English.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=757996](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=757996).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in->

[procurement/](#)

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

Community benefits are included in this procurement as detailed in the specification and ITT

(SC Ref:757996)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=757996](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=757996)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Edinburgh Sheriff Court

Sheriff Court House , 27 Chambers Street

Edinburgh

EH11LB

Email

[enquiries@scotcourts.gov.uk](mailto:enquiries@scotcourts.gov.uk)

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/>