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Tender

## **Managed Print Solutions Framework Agreement**

Scottish Government

F02: Contract notice

Notice identifier: 2022/S 000-005336

Procurement identifier (OCID): ocds-h6vhtk-031b74

Published 25 February 2022, 5:04pm

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

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

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

#### **Contact**

Bryan Dodds

#### **Email**

[Bryan.Dodds@gov.scot](mailto:Bryan.Dodds@gov.scot)

#### **Telephone**

+44 1312446290

#### **Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.gov.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

**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**

Ministry or any other national or federal authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Managed Print Solutions Framework Agreement

Reference number

SP-21-046

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

- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages

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

Supplies

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

The Scottish Ministers, acting through Scottish Procurement, are seeking to establish a multi supplier national Framework Agreement for the provision of Managed Print Solutions.

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

Value excluding VAT: £30,000,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 30120000 - Photocopying and offset printing equipment
- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages
- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture

- 30121200 - Photocopying equipment
- 30121000 - Photocopying and thermocopying equipment
- 30200000 - Computer equipment and supplies
- 30125110 - Toner for laser printers/fax machines
- 30232110 - Laser printers
- 30232100 - Printers and plotters
- 30232130 - Colour graphics printers
- 30232150 - Inkjet printers
- 42962000 - Printing and graphics equipment
- 48824000 - Printer servers
- 30121100 - Photocopiers
- 30121300 - Reproduction equipment
- 30125000 - Parts and accessories of photocopying apparatus
- 30192400 - Reprographic supplies
- 30216110 - Scanners for computer use
- 32581200 - Fax equipment
- 50310000 - Maintenance and repair of office machinery
- 50313000 - Maintenance and repair of reprographic machinery
- 50313100 - Photocopier repair services
- 50313200 - Photocopier maintenance services
- 72228000 - Hardware integration consultancy services
- 72512000 - Document management services
- 79131000 - Documentation services
- 79311000 - Survey services
- 79311200 - Survey conduction services
- 79521000 - Photocopying services

- 79810000 - Printing services
- 79811000 - Digital printing services
- 79820000 - Services related to printing
- 79821000 - Print finishing services
- 48783000 - Content management software package
- 48970000 - Print shop software package
- 42664100 - Fusion equipment for plastics
- 64122000 - Internal office mail and messenger services
- 64216120 - Electronic mail services
- 48780000 - System, storage and content management software package
- 72212311 - Document management software development services
- 30124500 - Scanner accessories
- 30124520 - Scanner document feeders
- 79999100 - Scanning services
- 79800000 - Printing and related services
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services
- 50314000 - Repair and maintenance services of facsimile machines
- 48000000 - Software package and information systems
- 72212318 - Scanner software development services
- 72212313 - Optical-character-recognition (OCR) software development services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Across the geography of Scotland.

## II.2.4) Description of the procurement

The framework will include the supply and delivery of a a wide portfolio of print products ranging from small single function desktop printers to large print room high volume products, consisting of mono and colour, network and non-network requirements and services and solution up to a fully managed print service. A maximum of 8 suppliers appointed to this framework.

Documents can be found at:

<https://www.publictendersscotland.publiccontractsscotland.gov.uk> and search for the following ITT:

itt\_41418 - Managed Print Solutions Framework Agreement

The framework agreement will be available for use by the Scottish Ministers (including Agencies), Scottish Non-Departmental Public Bodies, offices in the Scottish Administration which are not ministerial offices, cross-border public authorities within the meaning of section 88(5) of the Scotland Act 1998, the Scotland Office, the Scottish Parliamentary Corporate Body, councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994, , bodies registered as social landlords under the Housing (Scotland) Act 2001, Scottish health boards or special health boards, Student Loans Company Limited, the Commissioner of Northern Lighthouse operating as the Northern Lighthouse Board, Scottish Futures Trust, Equality and Human Rights Commission, Business Stream Ltd, the Business Gateway National Unit at the Convention of Scottish Local Authorities, further or higher education institutions being fundable bodies within the meaning of section 6 of the further and Higher Education (Scotland) Act 2005, any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by one or more of the foregoing, bodies financed wholly or mainly by one or more of the foregoing, bodies subject to management supervision by one or more of the foregoing and bodies more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, being appointed by one or more of the foregoing. In addition to the contracting authorities listed, the framework agreement will be available to charities entered on the Scottish Charity Register and voluntary organisations entered on the Membership Database of the Scottish Council for Voluntary Organisations.

Information about Scottish Public Bodies is available at:

<https://www.gov.scot/policies/public-bodies/>

Information about the Review of Public Procurement in Scotland and links to the other Centres of Expertise are available at:

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

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £30,000,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The initial duration of the framework agreement will be 24 months with the option to extend for up to 2 further 12 month periods.

#### **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 Contracts (Scotland) Regulations 2015.



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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

This section refers to the question ESPD.4 in Part IV Section E of the ESPD (Scotland).

Minimum level(s) of standards possibly required

The Authority will undertake a Company Financial Assessment for each Tenderer using Dun & Bradstreet (D&B) Failure Risk Score for the Tenderer and any consortia or reliance members, as detailed in the minimum level(s) of standards required below.

Details of the D&B "A Guide to Dun & Bradstreet's Predictive Indicators" – can be found using the http address below:

<https://www.dnb.co.uk/about-us/our-analytics/predictors-scores-ratings/scores-ratings.html>

There must be no qualification or contra-indication from any evidence provided in support of the Tenderers economic and financial standing.

The Authority has the right to request copies of financial accounts and insurance certificates which are not held electronically.

Minimum level(s) of standards required:

If the D&B Failure Risk Score is 50 or more you will receive a pass for this assessment.

If the D&B Failure Risk Score is less than 50 or no D&B Risk Failure score is available the Authority will contact the Tenderer and seek further information. The Authority will then use this further information to assess the Tenderer's level of failure risk. In the event that the Tenderer does not meet the financial criteria above, they may still be considered via some form of other assurance e.g. Parent Company Guarantee (providing parent has a failure risk score of 50 or more) or a performance bond. If this assessment identifies an unmanageable risk (i.e. it is unacceptable) the Tenderer will fail this assessment.

It is a requirement of this framework agreement that bidders hold, or can commit to obtain prior to commencement of any subsequently awarded contract, the types of and levels of insurance, as a minimum, indicated below:

Employer's (Compulsory) Liability Insurance = in accordance with any legal obligation for the time being in force.

Public Liability Insurance = 2.5 million GBP

Professional Indemnity Insurance = 1 million GBP

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

List and brief description of selection criteria

This section refers to the question ESPD.4 in Part IV Section E of the ESPD (Scotland).

Minimum level(s) of standards possibly required

Part 4E: Bidders will be required to confirm that they meet ALL the selection criteria requirements.

Contractors will be expected to maintain a standard of environmental protection, including, where appropriate, accreditation to ISO14001/EMAS or equivalent standards, relevant to the delivery of this Framework Agreement.

Information Security Management

Contractors will be certified to ISO/IEC 27001, or equivalent and the scope of the certifications must cover the requirements of this framework

Cyber Security

The minimum acceptable level of cyber security accreditation is Cyber Essentials Plus or equivalent.

Bidders will be required to confirm they comply with the Minimum Hardware Specifications outlined in the Statement of Requirements document.

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## **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: 8

#### **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: [2020/S 175-423932](#)

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

Date

8 April 2022

Local time

3:00pm

#### **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**

Duration in months: 6 (from the date stated for receipt of tender)

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

Date

8 April 2022

Local time

4:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 4 years

### **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**

Please note that Tenderers are required to list the subcontractors they propose to use, in as far as they are known.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19729. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

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

The Scottish Government is committed to contributing to the social, economic and environmental well-being of the people of Scotland, in order to create a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth. Tenderers are required to provide a community benefit proposal with their tender detailing how they will address and deliver Community Benefits in the context this Framework.

(SC Ref:680755)

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

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

Glasgow Sheriff Court

Sheriff Clerk's Office, PO Box 23, 1 Carlton Place,

Glasgow

G5 9DA

Country

United Kingdom