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Tender

PHS2223032 Storage, Collation & Distribution of PHS Marketing Materials

Public Health Scotland

F02: Contract notice

Notice identifier: 2023/S 000-005581

Procurement identifier (OCID): ocds-h6vhtk-03abdd

Published 24 February 2023, 3:14pm

Section I: Contracting authority

I.1) Name and addresses

Public Health Scotland

Gyle Square, 1 South Gyle Crescent

Edinburgh

EH12 9EB

Email

nss.procurementteam@nhs.scot

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<https://publichealthscotland.scot/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30441

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>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

PHS2223032 Storage, Collation & Distribution of PHS Marketing Materials

Reference number

PHS2223032

II.1.2) Main CPV code

- 79824000 - Printing and distribution services

II.1.3) Type of contract

Services

II.1.4) Short description

The Contractor (or the purposes of this contract notice the Contractor is the economic operator to be awarded the contract to which this notice relates) will provide a storage, collation and distribution service for all of The Authority's (for the purposes of this contract notice Authority is Public Health Scotland) public health campaigns and publications, which can range from order fulfilment of stock publications to specific campaigns. On average, the Authority runs around 30 campaigns and receives around 600 order for publications per annum.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Contractor will provide a storage, collation and distribution service for all of The Authority's campaign materials, which can range from 500-pack distribution to a 20,000 single publication.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Start date

1 June 2023

End date

31 May 2025

This contract is subject to renewal

Yes

Description of renewals

Optional 2 x 12 month extensions at Authority's discretion.

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

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

The Bidder should provide its yearly (“specific”) turnover in the business area(s) covered by the contract.

Minimum level(s) of standards possibly required

All tenderers must provide a statement of accounts or extracts relating to the previous 3 years.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Experience of running and providing similar services.

Minimum level(s) of standards possibly required

Evidence of experience in running and delivering similarly scaled service giving 3 examples which highlight technical and professional ability to delivery to a high volume of customers across widespread geographic area.

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

27 March 2023

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

27 March 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Every 4 years if extensions utilized

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 contract will be awarded to a sole supplier.

The contract will be awarded for an initial period of 2 years with 2 x 12 month optional extensions.

All initial tender submissions must be held open for acceptance for 3 months from the deadline for submission of initial tender submissions set out in this ITT.

The deadline for tender submissions is 27/03/2023 at 12:00. Chelsea Lawson will open the tender submissions on this date via PCS-T.

The buyer is using PCS-Tender to conduct this ITT exercise. ITT code is itt_48689. For more information see:

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 23497. For more information see:

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

(SC Ref:722110)

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court House

27 Chambers Street

Edinburgh

EH1 1LB

Email

edinburgh@scotcourts.gov.uk

Telephone

+44 1312252525

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Economic operators should approach the contracting authority in the first instance. However, the only formal remedy is to apply to the courts:

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014, may bring proceedings in the Sheriff Court or the Court of Session.