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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](mailto: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](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

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## **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

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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

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.

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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

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

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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: 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](mailto: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.