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Tender

## **SPPD - Publishing, Print, Design & Associated Services (PPDAS) 2025**

Scottish Government

F02: Contract notice

Notice identifier: 2025/S 000-005969

Procurement identifier (OCID): ocds-h6vhtk-049a5a

Published 19 February 2025, 4:26pm

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

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

Scottish Government

Scottish Procurement & Property Directorate (SPPD), Victoria Quay

EDINBURGH

EH6 6QQ

#### **Contact**

Marta Sito

#### **Email**

[marta.sito@gov.scot](mailto:marta.sito@gov.scot)

#### **Country**

United Kingdom

## **NUTS code**

UKM - Scotland

## **Internet address(es)**

Main address

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

Buyer's address

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

SPPD - Publishing, Print, Design & Associated Services (PPDAS) 2025

Reference number

SP-24-006

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

- 79970000 - Publishing services

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

Services

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

This Framework Agreement is for the Provision of Publishing, Print, Design & Associated Services (PPDAS) across the Scottish Public Sector.

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

Value excluding VAT: £40,000,000

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

This contract is divided into lots: No

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

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

- 79800000 - Printing and related services
- 79810000 - Printing services
- 22314000 - Designs

- 30192700 - Stationery
- 30199700 - Printed stationery except forms
- 31682230 - Graphic display panels
- 32300000 - Television and radio receivers, and sound or video recording or reproducing apparatus
- 34928470 - Signage
- 39133000 - Display units
- 39154100 - Exhibition stands
- 39171000 - Display cases
- 39294100 - Information and promotion products
- 71354100 - Digital mapping services
- 79530000 - Translation services
- 79822500 - Graphic design services
- 79824000 - Printing and distribution services
- 79933000 - Design support services
- 79971000 - Bookbinding and finishing services

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

NUTS codes

- UKM - Scotland

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

The Scottish Procurement & Property Directorate (SPPD) is the organisation tasked with procuring requirements on behalf of Scottish public sector bodies. The current Publishing, Print, Design & Associated Services (PPDAS) framework is due to expire on 30 September 2025. The agreement is for a period of 4 years. The Contractor must be able to provide the full range of services as detailed in the Invitation to Tender documents to Public Sector

Bodies on a cost effective and best value basis.

These include (but are not limited) to the following:

- Design Services
- Publishing Services
- Print Services
- Display Materials
- Promotional Items
- Distribution Services
- Delivery Services
- Other Services

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

Quality criterion - Name: Quality / Weighting: 65

Cost criterion - Name: Cost / Weighting: 35

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

Value excluding VAT: £40,000,000

### **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 Framework will be placed for a 4-year period and may be subject to renewal at the end of

the 4-year period.

#### **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

Bidders must demonstrate a Current Ratio of 0.8 or greater. See Part 4B question 4 of the SPD. Current Ratio will be calculated as follows: total current assets divided by total current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing as this may lead to exclusion by SG.

SPPD may seek audited accounts/Financial statements to support the bid.

In the event that the bidder does not meet the financial criteria for consideration but has a parent company that does, the tenderer may still be eligible for consideration where their Tender Submission is supported by a Parent Company Guarantee. Where the bidder does not have a Parent Company some other form of assurance such as a performance bond may be acceptable.

Minimum level(s) of standards possibly required

It is a requirement of this framework that bidders hold or can commit to obtain prior to the

commencement of any subsequently awarded framework/contract the types and levels of insurance indicated below:

Professional Indemnity Insurance: 1 million GBP per incident - See Q4B.5.1a of SPD

Employers (Compulsory) Liability Insurance: not less than 1 million GBP, or in accordance with any legal obligation for the time being in force - See Q4B.5.1b of SPD

Public Liability Insurance: 1 million GBP per incident - See Q4B.5.2 of SPD

Bidders who do not currently have or cannot commit to obtaining the levels of Insurance requested may be excluded from the procurement process. In event of award of a Framework, Scottish Government will seek proof that these Insurance provisions have been fully complied with.

Bidders must provide a separate SPD response from entities upon whose capability/capacity they rely on in order to meet any selection criteria including economic and financial standing.

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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 a single operator

#### **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: [2024/S 000-029249](#)

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

Date

26 March 2025

Local time

12:00pm

#### **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: 9 (from the date stated for receipt of tender)

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

Date

26 March 2025

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: Within 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**

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 regulated as social landlords under the Housing (Scotland) Act 2001, Scottish health boards or special health boards, Student Loan 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 Organisation.

Information about agencies of the Scottish Ministers, Scottish Non-Departmental Public Bodies and offices in the Scottish Administration which are not ministerial offices are listed at:

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>.

The estimated total value of 40,000,000 GBP advised at II.1.5 is a genuine estimate, which may be exceeded for services within scope, up to a value of 60,000,000 GBP.

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 (Sco) Regs 2015.

SPD Section 2: Sub-Contractors who are not being relied upon to meet Selection Criteria - Separate SPD will not be required at this

Stage.

SPD.4C.4: Ability of Suppliers to pay members of their supply chain promptly & effectively, including providing evidence.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 28477. 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:

#### New Entrants

1. Work experience 16+ years: 2 per year, 4 Person Weeks per year
2. Apprentices - can be existing: 1 per year, 26 Person Weeks per year
3. Apprentices - new: 1 in total during life of Framework, 26 Person Weeks per year
4. Progression into employment: 1 in total during life of Framework

#### Existing Workforce

5. Continued professional development/training e.g. First Aid, Health, and Safety/Vocational

Qualifications: Minimum 25% of workforce

Supply Chain Opportunities

6. SMEs in the Supply Chain: At least 50%

To the extent that it has not already done so, the Contractor shall support and shall ensure that its supply chain also support the Scottish Government's Community Benefits Initiative.

(SC Ref:787762)

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

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

Edinburgh Sheriff Court & Justice of Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session.

