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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

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

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

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

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

General public services

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

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.

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

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.