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Tender

Provision of a Printing, Binding, Enveloping and Mailing Service

Inverclyde Council

F02: Contract notice

Notice identifier: 2021/S 000-009714

Procurement identifier (OCID): ocds-h6vhtk-02ad63

Published 5 May 2021, 2:55pm

Section I: Contracting authority

I.1) Name and addresses

Inverclyde Council

Corporate Procurement, Municipal Buildings, Clyde Square

Greenock

PA15 1LX

Email

Angela.Rodgers@inverclyde.gov.uk

Telephone

+44 1475712364

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00168

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/esop/toolkit/dashboard/dashboard.do?_ncp=1620112394371.21473-1

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/esop/toolkit/dashboard/dashboard.do?_ncp=1620112394371.21473-1

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of a Printing, Binding, Enveloping and Mailing Service

Reference number

CP0390/FIN

II.1.2) Main CPV code

- 79571000 - Mailing services

II.1.3) Type of contract

Services

II.1.4) Short description

Inverclyde Council are looking for a high quality provider of Printing , Enveloping & Mailing Service. Contractors will be expected to supply and deliver to Inverclyde Council a wide range of Printing, Enveloping and Mailing Services from single to full colour with a variety of finishes. Suppliers will be expected to deliver within very tight lead times and will also be expected to deliver to multiple locations throughout the council area and deal with multiple internal customers.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79571000 - Mailing services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

II.2.4) Description of the procurement

Open Tender Procedure for the Provision of a Printing, Binding, Enveloping and Mailing

Service.

II.2.5) Award criteria

Quality criterion - Name: Technical (Quality) / Weighting: 30

Price - Weighting: 70

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

Start date

1 September 2021

End date

31 August 2023

This contract is subject to renewal

Yes

Description of renewals

The period of the contract shall be 1st September 2021 - 31st August 2023, with option to extend until 31st August 2024 with a further option to extend until 31st August 2025

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

Please refer to Tender Documents

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

Inverclyde Council will check the financial status of applicants by means of a Dun and Bradstreet assessment. In order to be considered, applicants must achieve one of the following:

(a) Where the tenderers Dun & Bradstreet risk indicator is 3 or less, the annual contract value should also be less than 50% of the tenderers average turnover over the preceding 2 years.

OR

b) Where the tenderers Dun & Bradstreet risk indicator is 2 or less, the annual contract value should also be less than 75% of the tenderers average turnover over the preceding 2 years.

PLEASE NOTE THE IMPORTANT GUIDANCE TO BIDDERS BELOW:

APPLICANTS ARE STRONGLY ADVISED TO SATISFY THEMSELVES THAT THEY MEET THESE CRITERIA AS FAILURE OF THE FINANCIAL CHECK WILL MEAN THAT THEIR APPLICATION WILL NOT BE CONSIDERED FURTHER. APPLICANTS SHOULD ALSO SATISFY THEMSELVES THAT THEIR DUN AND BRADSTREET RATINGS ARE CORRECT AND IT IS THE APPLICANT'S RESPONSIBILITY TO RAISE ANY QUERIES WITH DUN AND BRADSTREET IF THEY FEEL A CORRECTION IS REQUIRED. THE COUNCIL WILL RELY ON THE RISK RATING IT OBTAINS AT THE TIME IT PERFORMS THE D&B FINANCIAL CHECK.

You must provide your average yearly turnover for the last 2 years. Turnover must be provided from your audited accounts. Turnover from unaudited accounts or part year turnover will not be accepted.

If you are unable to provide the turnover information required due to being exempt from submission of full audited accounts, please provide an explanation on why you are exempt in response to this question. If you have responded that you are exempt from submitting full audited accounts, please confirm that you will be prepared to submit alternative information and documentation on your financial position should this be required at any point. This information could be required at selection or in the event that the bidder is identified as the preferred bidder

Minimum level(s) of standards possibly required

The bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Employer's (Compulsory) Liability: 5 million GBP

Public Liability: 2 million GBP Public Liability to include loss of data, breach of confidence & misuse of data

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders will be required to provide 2 examples that demonstrate that they have the relevant experience to deliver a Printing, Binding, Enveloping and Mailing Service in the past 3 years. Examples must demonstrate you have experience of delivering a contract of a similar size and nature that can be transferrable into the context of this contract opportunity. (Examples from both public and/or private sector customers and clients may be provided)

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

7 June 2021

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

7 June 2021

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: The contract period is - 1st September 2021 - 31st August 2023, with option to extend until 31st August 2024 with a further option to extend until 31st August 2025. If both extension options are utilised then Inverclyde Councils timescale for retender will be estimated around May 2025.

VI.3) Additional information

SPD 4D - QUALITY MANAGEMENT PROCEDURES

If the bidder does not hold UKAs (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent) then the bidder must hold the information contained in the buyer attachment area in PCS-T (file name "Contract Notice Additional Information").

SPD 4D - HEALTH AND SAFETY PROCEDURES

If the bidder does not hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum, then the bidder must hold the information contained in the buyer attachment area in PCS-T (file name "Contract Notice Additional Information").

SPD 4D.2 ENVIRONMENTAL MANAGEMENT PROCEDURES

If the bidder does not hold UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate then the bidder must hold the information contained in the buyer attachment area in PCS-T (file name "Contract Notice Additional Information").

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17913. For more information see:

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

(SC Ref:652657)

VI.4) Procedures for review

VI.4.1) Review body

Greenock Sherriff Court

Sheriff Court House, 1 Nelson Street

Greenock

PA15 1TR

Country

United Kingdom