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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): ocids-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](mailto: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](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](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](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

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**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

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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

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)

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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

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

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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: 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