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Tender

Mail Screening Services

Scottish Parliamentary Corporate Body
Scottish Government

F02: Contract notice

Notice identifier: 2021/S 000-011299

Procurement identifier (OCID): ocds-h6vhtk-02b395

Published 21 May 2021, 11:05am

Section I: Contracting authority

I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

Email

nadia.smith@parliament.scot

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.parliament.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284

I.1) Name and addresses

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

Email

ceu@gov.scot

Telephone

+44 1412420133

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482

I.2) Information about joint procurement

The contract involves joint procurement

In the case of joint procurement involving different countries, state applicable national procurement law

The Scottish Government

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

Other type

Devolved Parliament

I.5) Main activity

Other activity

Legislative Body

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Mail Screening Services

Reference number

NIC-SER-457

II.1.2) Main CPV code

- 64112000 - Postal services related to letters

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Parliament in collaboration with the Scottish Government requires a Contractor to provide Mail Screening Services at PAS97:2021 Level 2, throughout a range of locations.

The service is required to mitigate the risk of contaminated, hazardous or offensive mail items being sent through the postal system which could cause concern, disruption or harm to recipients.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 64112000 - Postal services related to letters

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh, Glasgow, Kinlochleven, Aberdeen, Dundee, and London.

II.2.4) Description of the procurement

The Scottish Parliamentary Corporate Body (SPCB) and the Scottish Government (SG) require the services of a contractor to provide mail screening service from the point where the contractor collects the mail items from the public mail carrier to end delivery of the screened

mail to SPCB and SG designated sites. The contractor must screen the mail to Screening Level 2 as set out in PAS97:2021, also including external visual inspection of every mail items. The contractor will be required to screen for hazardous, dangerous and offensive items and

to deliver the mail securely to the Scottish Parliament's and Scottish Government's designated locations. The services include:

- collection and transportation of all mail items from the public mail carrier;
- secure screening of mail at the Contractor's facility;
- timely and secure delivery of all screened mail items to the SPCB and SG designated sites detailed in the tender documents.

Full details of the service requirements are contained in the Specification.

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

Duration in months

84

This contract is subject to renewal

Yes

Description of renewals

The contract duration is for two years with the possibility of 60 months extensions at the sole discretion of the SPCB and SG.

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

The Contractor is required to provide Mail Screening Services that are flexible and adaptable with changes to threat levels and fully meet the provisions and requirements of the Contract Conditions.

PAS97:2021, which is a publicly available specification for Mail Screening and Compliance of the Mail Screening Services with the requirements of it is sponsored by the Centre for the Protection of National Infrastructure, CPNI, at Screening Level 2 which states:

- X-ray all Mail Items in bulk/large batches initially.

- The screening of the bulk/large batches must be undertaken in batches that are of a sufficiently small size to provide confidence that no threat is present. The larger the volume of mail x-rayed at once the harder it will be to find smaller threat objects. This is why the Mail Items should be screened in batches, appropriately sized as to provide clear images allowing unambiguous interpretation by the trained operator.

- It is also important to ensure that the volume of material placed in the X-ray machine does not exceed the volume that the system can image, this particularly applies to cabinet x-ray machines.

- X-ray again individually or in smaller batches if anything anomalous is observed.

III.1.2) Economic and financial standing

List and brief description of selection criteria

The Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the financial standing of tenderers. Tenderers are encouraged to review their financial performance on Creditsafe and read information about how that data is collected and used prior to submitting a tender. Information and the opportunity to run a free report can be found at <http://www.creditsafe.com/products/business-credit-reports>.

If a tenderer does not agree with the credit rating it has been given by Creditsafe it can provide supporting evidence to demonstrate its current position and this will be taken into

account when the financial standing is being assessed.

If a tenderer is not listed on Creditsafe, for whatever reason, then it may be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried out. Tenderers should have a Creditsafe credit rating of 30 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower

credit rating score and has the backing of a parent company with a credit rating of 30 or higher, then the provision of a Parent Company Guarantee prior to the award of any contract will be acceptable. If a tenderer has a lower credit rating score and no evidence to support a stable or improved financial standing then the tender may be rejected.

Minimum level(s) of standards possibly required

It is a requirement that tenderers hold, or can commit to obtain prior to the

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

Employers'(Compulsory) Liability Insurance of 5 million GBP

Public Liability Insurance of 10 million GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C.1.2 - The tenderer will be required to provide one relevant example to demonstrate their experience and knowledge to deliver the services as described in the Specification. Your response should make reference to the screening level in line with PAS97:2021 Level 2 and describe all elements of the end to end mail screening services provided.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

In order to ensure the highest standards of service quality in this contract the SPCB and SG require the contractor to take a positive approach to fair work practices.

The contract will be subject to a performance management system with KPIs.

Full details of all performance conditions are documented in the Specification document within the tender documentation.

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.2.1) Previous publication concerning this procedure

Notice number: [2018/S 110-250621](#)

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

Date

25 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

25 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: Approximately 12 months prior to the end of the Contract Term of any subsequently awarded contract.

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

Please note that there are minimum requirements concerning Cyber Security for this contract to which a pass/fail marking will attach.

Bidders will be required to complete an online Supplier Assurance Questionnaire using the Cyber Security Procurement Support Tool

(CSPST). A link to CSPST can be found here: <https://cyberassessment.gov.scot>.

The questionnaire will be aligned to a Cyber Risk Profile that has been established for the contract, based on the SPCB's assessment of

cyber risk.

For this contract, minimum requirements also include the holding of Cyber Essentials (or equivalent)

Further details can be found in the Tender Invitation Letter. A contract condition for this procurement requires the bidder to comply with

minimum security requirements.

Insurance levels:

Employers liability: 5m

Public liability: 10m

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18680.
For more information see:

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

(SC Ref:653859)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court House

Sheriff Course House, 27 Chambers Street

Edinburgh

EH1 1LB

Email

procurement@parliament.scot

Country

United Kingdom