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Tender

Seed Potato Labels and Printer Consumables

Scottish Government

F02: Contract notice

Notice identifier: 2024/S 000-011474

Procurement identifier (OCID): ocds-h6vhtk-043417

Published 9 April 2024, 2:33pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

Victoria Quay, Leith Docks

Edinburgh

EH6 6QQ

Contact

Marc Jones

Email

marc.jones@gov.scot

Country

United Kingdom

NUTS code

UKM - Scotland

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 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/>

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

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

Seed Potato Labels and Printer Consumables

Reference number

691865

II.1.2) Main CPV code

- 22000000 - Printed matter and related products

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Scottish Government has a requirement to place a contract with an external service provider for the provision of Seed Potato Labels and Printer Consumables.

II.1.5) Estimated total value

Value excluding VAT: £160,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 22458000 - Bespoke printed matter
- 03000000 - Agricultural, farming, fishing, forestry and related products
- 03212100 - Potatoes
- 79810000 - Printing services
- 79811000 - Digital printing services

- 30199760 - Labels
- 30174000 - Label making machines

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Scottish Government has a requirement to place a contract with an external service provider for the provision of Seed Potato Labels & Printer Consumables (Re-let).

The Science and Advice for Scottish Agriculture (SASA) is a Division of the Scottish Government Directorate for Agriculture, Food and Rural Communities. As the Certifying Authority it is responsible for the management and administration of the Seed Potato Classification Scheme (SPCS).

Before seed potatoes can be marketed they must be inspected and their containers sealed with an official label that confirms the details of the potatoes, and that they meet the required standards. Growers apply for the appropriate quantity of labels and these are printed at the Directorate's Area Offices located in Inverurie (Aberdeenshire), Perth and Inverness. Details of the seed potato consignment are printed onto the front of the labels using thermal transfer printers and then despatched to, or collected by, the grower.

The work is seasonal and applications for labels are received between September and May. On a busy day Perth or Inverurie Area offices can print up to 80,000 labels.

In total approximately 2,064,000 labels are issued annually.

The contract will not be limited to the Supply of labels, Printing consumables are included also.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

The Purchaser may, by giving notice to the Supplier, extend the period of the contract for up to a maximum of 12 months.

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

Samples of materials will be required from companies submitting tenders (free of charge) in sufficient quantity to enable print testing. The resultant labels will be tested against the criteria outlined in the evaluation and award criteria document.

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

Minimum Insurance Levels

Minimum level(s) of standards possibly required

Minimum Insurance Levels - It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 5,000,000 GBP

Public Liability Insurance = 1,000,000 GBP

Professional Risk Indemnity Insurance = 1,000,000 GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

Supply Chain Management/Tracking Systems Used.

Environmental Management Measures.

Proportion (%) to be Sub-Contracted.

Minimum level(s) of standards possibly required

Supply Chain Management/Tracking Systems Used - If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of:

a) their standard payment terms

b) 95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year. If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

Environmental Management Measures - Please provide details of the environmental management measures which the bidder will be able to use when performing the contract

Proportion (%) to be Sub-Contracted - Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract

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: [2024/S 000-002389](#)

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

Date

8 May 2024

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: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

8 May 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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 buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26499.
For more information see:

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

(SC Ref:763131)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom