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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](mailto: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](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.

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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

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

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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.2.1) 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

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## **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