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Tender

## **Headed Stationery and Fulfilment Service**

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2023/S 000-012392

Procurement identifier (OCID): ocds-h6vhtk-03c557

Published 28 April 2023, 4:48pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

#### **Email**

[Nigel.MacGillivray@parliament.scot](mailto:Nigel.MacGillivray@parliament.scot)

#### **Telephone**

+44 1313485593

#### **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](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284)

**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/>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<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

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Headed Stationery and Fulfilment Service

Reference number

NIC-G&S-119

#### **II.1.2) Main CPV code**

- 79823000 - Printing and delivery services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to provide a range of headed stationery products and a fulfilment service to support the operation of The Scottish Parliament at Holyrood and to Members of The Scottish Parliament (MSPs) in their Local Constituency Offices across Scotland.

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,400,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 30199000 - Paper stationery and other items

- 30192700 - Stationery
- 64121100 - Mail delivery services
- 22100000 - Printed books, brochures and leaflets
- 79800000 - Printing and related services

### **II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

### **II.2.4) Description of the procurement**

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to provide a range of headed stationery products to support the operation of the Scottish Parliament at Holyrood and to Members of the Scottish Parliament (MSPs) in their Local Constituency Offices across Scotland. The Contractor must have experience in all of the following areas: provision of headed stationery, provision of an online ordering system, mail fulfilment services, management and security of pre paid envelopes.

### **II.2.5) Award criteria**

Quality criterion - Name: Technical / Weighting: 60

Cost criterion - Name: Price / Weighting: 40

### **II.2.6) Estimated value**

Value excluding VAT: £1,400,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

24 months of extensions available at the sole discretion of the SPCB, unless the Contract is terminated in accordance with the Conditions of Contract for the Purchase of Headed

Stationery and Fulfilment Service SPCC4.

**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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulation 2015

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## **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

With reference to SPD Question 4C.1.2 - Bidders must provide a minimum of 1 example similar to the services described in II 2.4 of the Contract Notice.

Bidders will be required to provide examples to clearly demonstrate their experience of delivering all of the following services: Headed Stationery, fulfilment, provision of an online ordering system, management and security of pre-paid envelopes.

Please note that when demonstrating experience of delivering these services, the response can be spread across any number of examples. It is not a requirement to demonstrate all of the services within one example.

A simple assertion will not be acceptable as evidence. Any submission that does not demonstrate experience in delivering Headed Stationery and Fulfilment Service provision will be regarded as a fail.

Should the bidder fail to demonstrate experience in all of the areas outlined as a minimum, or provide insufficient evidence to back up their experience, at the SPCB's discretion, then the SPCB reserve the right to mark the SPD response a fail and not proceed to tender evaluation.

#### **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 40 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 40 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

With reference to SPD questions 4B.5.1 and 4B.5.2 - it is a requirement 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:

Employers'(Compulsory) Liability Insurance of 5 million GBP

Professional Indemnity Insurance of 1 million GBP

Product liability Insurance of 1 million GBP

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

With reference to SPD question 4A.2 - Where it is required, within a bidder's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service. Bidders must confirm if they hold the particular authorisation or memberships.

With reference to SPD question 4C.1.2 – Bidders will be required to provide examples to clearly demonstrate their experience of delivering all of the following services : Headed Stationery, mail fulfilment, provision of an online ordering system, management and security of pre-paid envelopes. Please note that when demonstrating experience of delivering these services, the response can be spread across any number of examples. It is not a requirement to demonstrate all of the services within one example. A simple assertion will not be acceptable as evidence. Any submission that does not demonstrate experience in delivering all of the services will be regarded as a fail and the bid will not be considered any further

With reference to SPD question 4C.4 - 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.

This questions is not weighted but will be evaluated on a pass/fail basis.

With reference to SPD question 4C.7 - Bidders will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence includes but is not limited to:

- a completed copy of the Bidder Headed Stationery and Fulfilment Service Climate Change Plan Template, including planned projects and actions to reduce the bidder's carbon emissions. This does not need to contain calculated carbon emissions.

This questions is not weighted but will be evaluated on a pass/fail basis.



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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

30 May 2023

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**

Tender must be valid until: 23 August 2023

#### **IV.2.7) Conditions for opening of tenders**

Date

30 May 2023

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: 2028

### **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 there are minimum requirements concerning Cyber Security for this contract to which a pass/fail marking will attach. Tenderers 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 Contracting Authority's assessment of cyber risk.

For this contract, minimum requirements also include the holding of Cyber essentials.

Further details will be set out in the procurement documents. A contract condition for this procurement requires the Tenderer to comply with the minimum security requirements.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24056. For more information see:

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

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The Contractor must include community benefits as part of the delivery of the Services. Although not exhaustive some approaches the Contractor could consider in achieving the desired outcomes include

Key subcontracting opportunities available to SMEs, the Third Sector, and supported businesses in the range of services required to meet the Contract requirements. The desired outcome would be that increased business in these sectors will help increase the SME economy and provide opportunities for recruitment from priority groups such as disabled and disadvantaged people.

The offer of work placements and experience for school, college, and university students. The desired outcome is to provide support to young people in becoming successful learners, confident individuals, effective contributors, and responsible citizens.

The opportunity to provide support to community initiatives. The desired outcome is to add value to the area and quality of life for those within the community.

Providing opportunities for individuals with disabilities and/or from disadvantaged backgrounds when suitable employment vacancies arise. For example, the Contractor will establish links with organisations aimed at assisting disabled/disadvantaged groups, to identify and create relevant employment opportunities through the Contract

(SC Ref:730253)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

The Scottish Parliamentary Corporate Body

Holyrood, Edinburgh

Edinburgh

EH99 1SP

Email

[procurement@parliament.scot](mailto:procurement@parliament.scot)

Country

United Kingdom

**VI.4.4) Service from which information about the review procedure may be obtained**

Edinburgh Sheriff Court House

Sheriff Court House, 27 Chambers Street,

Edinburgh

EH1 1LB

Country

United Kingdom