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Tender

## **Provision of a Printing, Binding, Enveloping, Mailing & e-Billing Service**

Inverclyde Council

F02: Contract notice

Notice identifier: 2025/S 000-013170

Procurement identifier (OCID): ocds-h6vhtk-04fd89

Published 4 April 2025, 3:27pm

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

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

Inverclyde Council

Corporate Procurement, Municipal Buildings, Clyde Square

Greenock

PA15 1LX

#### **Contact**

Daniel ODonnell

#### **Email**

[daniel.odonnell@inverlcuyde.gov.uk](mailto:daniel.odonnell@inverlcuyde.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.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)

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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

## **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, Mailing & e-Billing Service

Reference number

CP0588/FIN

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

- 79571000 - Mailing services

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

Services

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

Open Tender Procedure for the Provision of a Printing, Binding, Enveloping, Mailing & e-Billing Service for Inverclyde Council.

#### **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

Main site or place of performance

Inverclyde

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

Inverclyde Council is seeking a high-quality provider of Printing, Binding, Enveloping, Mailing, and e-Billing services. The appointed contractor will be required to supply and deliver a wide range of services, from single to full-colour print, with various finishing options. Suppliers must be capable of meeting tight deadlines, delivering to multiple locations across the Council area, and liaising with a range of internal departments.

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

Quality criterion - Name: Contract Mobilisation and Management / Weighting: 20

Quality criterion - Name: Data Security and Compliance / Weighting: 4

Quality criterion - Name: Innovation, Added Value, and Cost Efficiency / Weighting: 4

Quality criterion - Name: Sustainability and Environmental Impact / Weighting: 3

Quality criterion - Name: Business Continuity and Risk Management / Weighting: 3

Quality criterion - Name: Fair Work First (Fair Working Practices) / Weighting: 3

Quality criterion - Name: Social Value / Weighting: 3

Price - Weighting: 60

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

Start date

1 September 2025

End date

31 August 2027

This contract is subject to renewal

Yes

Description of renewals

The period of the contract shall be 1st September 2025 - 31st August 2027, with option to extend until 31st August 2028 with a further option to extend until 31st August 2029

#### **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

4B 1.2 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

For the avoidance of doubt, the annual contract value is 140k GBP for the purposes of this financial assessment.

Minimum level(s) of standards possibly required

4B.5.1b/4B.5.2 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:

(a)Public Liability with a minimum indemnity limit of two million pounds Sterling (2,000,000 GBP) for each claim including loss of data, breach of confidence & misuse of data.

(b)Professional Indemnity with a minimum indemnity limit of one million pounds Sterling (1,000,000 GBP) for each and every claim.

(c)Employers Liability with a minimum indemnity limit of five million pounds Sterling (5,000,000 GBP) for each and every claim; and

Note: For consortium bids each member will be required to hold the above insurances

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

List and brief description of selection criteria

4C 1.2 Bidders will be required to provide 2 examples that demonstrate that they have the relevant experience to deliver a Printing, Binding, Enveloping, Mailing and e-Billing 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).

4C.10 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.2.2) Time limit for receipt of tenders or requests to participate**

Date

5 May 2025

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: 21 October 2025

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

Date

5 May 2025

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 2025 - 31st August 2027, with option to extend until 31st August 2028 with a further option to extend until 31st August 2029. If both extension options are utilised then Inverclyde Councils timescale for retender will be estimated around May 2029.

### **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**

#### **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 28788. 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:

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

Social Values form part of the technical evaluation criteria. 20 Social Value Points would be the Councils expectation for this contract. It will be a contractual requirement that the successful tenderer deliver the Social Values offered during the contract period

(SC Ref:793628)

## **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