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Contract

## **The complete purchase of a Box Cutting Machine - including delivery, installation, training plus an annual support and service term contract.**

National Library of Scotland

F03: Contract award notice

Notice identifier: 2024/S 000-014525

Procurement identifier (OCID): ocds-h6vhtk-043959

Published 7 May 2024, 2:42pm

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

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

National Library of Scotland

57 George IV Bridge

Edinburgh

EH11EW

#### **Contact**

Julie Bon

#### **Email**

[j.bon@nls.uk](mailto:j.bon@nls.uk)

#### **Telephone**

+44 1316233700

**Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.nls.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11622](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11622)

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Recreation, culture and religion

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## **Section II: Object**

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

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

The complete purchase of a Box Cutting Machine - including delivery, installation, training plus an annual support and service term contract.

Reference number

2022.23.094

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

- 42800000 - Machinery for paper or paperboard production

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

Supplies

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

To realise the strategic commitments around conservation and preservation of Library collections, the Library requires a Box Cutting Machine for use in the Sighthill Building.

This system must be able to design, crease and cut bespoke enclosure designs.

The boxes created by this system are primarily used by the Library to hold collection items in order to protect and preserve those items. Archival boxboard is the main material used for these boxes as it has preservation qualities.

This is a one-off requirement for the purchase of goods and associated support services for the duration of the term contract.

The Library requires a fully managed contract, including the management of subcontractors as required, for the full delivery of the goods and associated services scoped within this specification over the full term of the contract.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £125,000

## **II.2) Description**

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

- 42000000 - Industrial machinery
- 30131100 - Paper or envelope folding machines
- 42800000 - Machinery for paper or paperboard production

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

National Library of Scotland premises

4 Bankhead Medway, Sighthill, Edinburgh EH11 4BY

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

The Library holds an extensive range of archival materials that are to be protected and preserved within bespoke enclosure designs utilising archival boxboard.

To create these bespoke enclosure designs the Library requires a customisable box cutting machine.

When completing your tender response, you will be required to confirm how your proposed solution meets the mandatory “must” and desirable “should” requirements.

The Invitation to tender letter issued with this specification details in full the process to follow for submitting a compliant tender.

It is anticipated that a contract will be awarded by 9 April 2024 with the delivery, installation and training of the proposed equipment to be by June 2024 and an annual support contract to commence 12 months following successful installation for 6 years.

Prices quoted and accepted for the proposed equipment under this contract is fixed.

Prices quoted and accepted for annual support and servicing will be fixed for the initial 2 years following end of warranty and subject to a price review in accordance with section

5.4 below thereafter.

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

Quality criterion - Name: Quality Schedule - Technical / Weighting: 70

Cost criterion - Name: Price Schedule - Commercial / Weighting: 30

### **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**

Interested suppliers must complete the SPD available with this contract notice.

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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 000-004642](#)

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## **Section V. Award of contract**

### **Contract No**

2022.23.096

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

9 April 2024

#### **V.2.2) Information about tenders**

Number of tenders received: 1

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Conservation By Design Limited

9 Newmarket Court

Milton Keynes

MK10 0AG

Telephone

+44 01234846300

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £125,000

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## **Section VI. Complementary information**

### **VI.3) Additional information**

Site visits to supplier's premises will be held week beginning 18 March 2024. Award criteria can be found in the ITT and Quality Schedule (Technical Response) available for download with the ITT.

0 Unacceptable Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 Poor Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled and or may be overly generic.

2 Acceptable Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas and or may be generic in part.

3 Good Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 Excellent Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

The Library is not bound to accept the lowest or any submission.

Form of contract - The successful supplier will be required to enter into a formal contract in the form as detailed in ITT (conditions of contract for goods and services) available for download with ITT.

Tenders must be submitted in the format as detailed Annex B , Appendix 4 of the ITT.

A "for information only" pdf copy of the evaluation matrix to be used on this procurement is available for download with the ITT.

Tenders must be submitted in English.

(SC Ref:765958)

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

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

Edinburgh Sheriff Court

Sheriff Court House , 27 Chambers Street

Edinburgh

EH11LB

Email

[enquiries@scotcourts.gov.uk](mailto:enquiries@scotcourts.gov.uk)

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/>