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Tender

ITT for the Provision of Print and Fulfilment Services in Scotland to Support Home Energy Scotland

Energy Saving Trust Ltd

F02: Contract notice

Notice identifier: 2024/S 000-015514

Procurement identifier (OCID): ocds-h6vhtk-0459fc

Published 16 May 2024, 8:39am

Section I: Contracting authority

I.1) Name and addresses

Energy Saving Trust Ltd

Prospect House, 5 Thistle Street

EH2 1DF

Edinburgh

Email

maddalena.galloni@est.org.uk

Telephone

+44 1315557900

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

www.energysavingtrust.org.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA14923

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.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

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Other type

Not for Profit

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

ITT for the Provision of Print and Fulfilment Services in Scotland to Support Home Energy Scotland

Reference number

EST/ITT/PFS/0524

II.1.2) Main CPV code

- 22000000 - Printed matter and related products

II.1.3) Type of contract

Supplies

II.1.4) Short description

Energy Saving Trust is seeking to appoint a supplier to provide print and fulfilment services to support the marketing activity of all offices in Scotland. This comprises of the head office in Edinburgh and five regional advice centres currently located in: Aberdeen; Ayr; Glasgow, Edinburgh and Inverness. On occasion there may be a requirement to print material for other UK offices. . In addition, during the term of this contract there's a possibility that the locations of the regional advice centres may change although they will remain on the Scotland mainland.

II.1.5) Estimated total value

Value excluding VAT: £240,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

Energy Saving Trust in Scotland is seeking a supplier to provide print and fulfilment services relating to all agreed marketing activity. This covers activity in Scotland across six offices: central office in Edinburgh and five advice centres in Aberdeen; Ayr; Glasgow, Edinburgh; Inverness. On occasion, there may be a requirement to provide print and fulfilment service to other UK offices.

The Home Energy Scotland advice centres (ACs) are contracted by Energy Saving Trust to deliver specific work. There is some work the ACs do separately which isn't funded by Energy Saving Trust e.g. HEEPS: ABS delivered on behalf of Local Authorities. The ACs can decide which supplier to use for this work, not necessarily the supplier Energy Saving Trust has procured.

Main activity relates to managing the end-to-end process for direct mailings including: sourcing paper; sorting data into correct format; printing and finishing (die cutting, folding, gluing, trimming, stitching and packing) of items; lasering; inserting; liaising with Royal Mail; and dealing with 'returns' effectively.

All material including: letterhead, posters, direct mail pieces, and brochures will be manufactured to the high Energy Saving Trust quality and environmental standards using vegetable based inks on FSC approved paper

EST currently uses Revive paper stock and is looking to review this with the appointed supplier.

The appointment is for a period of 4 years from 8th July 2024 subject to continued Scottish Government funding. Changes to funding may result in reappraisal of the relationship, including termination, subject to the terms and conditions.

Extra requirements of the contract are minor amends to artwork prior to printing, artworking for various print jobs where no artwork exists, dispatch of print (in some cases to multiple addresses), storage of printed material when required.

Energy Saving Trust is looking to streamline processes to ensure effective management of stock – minimising wastage where possible. As part of this tender the Energy Saving Trust is

looking for recommendations on how to manage print and stock control in the cost-effective and efficient manner.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £240,000

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

Duration in months

48

This contract is subject to renewal

No

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

As described in the ITT.

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

As described in the ITT

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing 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: No

IV.2) Administrative information

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

Date

14 June 2024

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

14 June 2024

Local time

12:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=760259.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

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(SC Ref:766476)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

Saughton House, Broomhouse Drive

Edinburgh

EH11 3XD

Country

United Kingdom