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Tender

## **PROC 24-2571 Specialist Paper, Ancillary Items and Technical Support**

Scottish Police Authority

F02: Contract notice

Notice identifier: 2024/S 000-015744

Procurement identifier (OCID): ocds-h6vhtk-045a81

Published 17 May 2024, 3:42pm

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

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

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

#### **Contact**

Stuart Newton

#### **Email**

[stuart.newton@scotland.police.uk](mailto:stuart.newton@scotland.police.uk)

#### **Country**

United Kingdom

## **NUTS code**

UKM - Scotland

## **Internet address(es)**

Main address

<http://www.spa.police.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA19762](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762)

## **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**

Body governed by public law

## **I.5) Main activity**

Public order and safety

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## **Section II: Object**

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

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

PROC 24-2571 Specialist Paper, Ancillary Items and Technical Support

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

- 30197630 - Printing paper

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

Supplies

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

The Scottish Police Authority (hereafter referred to as “the Authority”) has a requirement for Specialist Paper and ancillary items to be supplied and delivered to various Print Services, Police Scotland locations across Scotland and will also include technical support services.

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

This contract is divided into lots: No

## **II.2) Description**

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

- 30197630 - Printing paper
- 22990000 - Newsprint, handmade paper and other uncoated paper or paperboard for graphic purposes

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Various sites across Scotland

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

The Scottish Police Authority (hereafter referred to as “the Authority”) has a requirement for Specialist Papers and ancillary items to be supplied and delivered to various Print Services,

Police Scotland locations and will also include technical support services. This is being carried out via an Open procedure on the PCS-T website. Further details on requirements can be found within the documentation.

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

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

### **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

The contract period is initially for 2 years, with the option to extend for 2 further 1 year periods. Further detail contained within Tender pack.

### **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

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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

##### **SPD Question 4A.1 Trade Registers**

It is a requirement of this tender that if the Tenderer is UK based they must hold a valid registration with Companies House. Where the Tenderer is UK based but not registered at Companies House they must be able to verify to the SPA's satisfaction that they are trading from the address provided in the tender and under the company name given.

Tenderers within the UK must confirm if they are registered under Companies House within this question.

If the Tenderer is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

##### **SPD Question 4A.2 Authorisation/Membership**

Where it is required, within a Tenderer's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service.

Tenderers must confirm if they hold the following authorisation or memberships:

Membership of any Environmental initiatives, any Human rights and welfare organisations. Memberships of any Trade Alliances and Paper Industries organisations should be detailed in the response.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

It is a requirement of this Contract that Tenderers hold, or can commit to obtain prior to the commence of any subsequently awarded Contract, the items indicated below:

##### **SPD Question 4B5 Insurances**

Employers (Compulsory) Liability Insurance = 10 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide their current Employers

Liability Insurance certificate which should include name of the insurers, policy numbers, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policies.

Public Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide a copy of their current Public Liability Insurance certificate.

Product Liability Insurance = 5 million GBP in respect of each claim and in the aggregate. Tenderers may be required to provide a copy of their current Professional Indemnity Insurance certificate.

Motor Vehicle Insurance = Minimum Third-Party Motor Vehicle Liability in respect of any motor vehicle or plated plant used.

#### SPD Question 4B6 Financial Standing

The Authority will access a Credit safe report for a Tenderers organisation and use the information contained within to assist with the assessment of the Tenderer's economic and financial standing. Tenders are asked to provide their company number within the SPD to allow the Authority to access a Credit Safe Report.

Within such reports, the risk of business failure is expressed as a score of less than 30 (high risk of business failure). In the event that a company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

If you are successful in the award of this contract and your risk failure rating falls below 30 then the SPA reserve the right to remove you from this contract. It is the Contractor's responsibility to ensure that the information held by Credit Safe is accurate and up to date.

For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the Tenders to ensure that the most up to date information is used. Where you are not registered on credit safe e.g. charitable organisations or new start companies/ Sole Traders with less than 3 years trading history, discretionary powers are available to the Director of Finance to consider abbreviated accounts along with bankers references etc.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission.

**IMPORTANT NOTE:** This requirement is not applicable to Sole Traders/ Charities. Sole

Traders/ Charities may be required to provide a bankers reference if successful.

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

List and brief description of selection criteria

Tenderer's will be required to provide evidence of having the necessary capacity and capability to deliver the requirements stated within the tender documents.

The below requirements will be requested during the tender process:

#### **SPD Question 4C.1.2 Technical and Professional Ability**

With reference to the nature and details of the supplies/services that are the subject matter of this tender, relevant examples are to be provided of the supplies/services undertaken by the Tenderer in the last 3 years.

Requirement: With reference to the nature and details of the supplies/services that are the subject matter of this tender, relevant examples are to be provided of the supplies/services undertaken by the Tenderer in the last 3 years and should be similar value to the contract being procured.

Tenderer's are required to provide evidence of having the necessary capacity and capability to deliver the requirements for the provision of the Supply and Delivery of Specialist Paper, Ancillary Items and Technical Support.

Two (2) examples of the provision of similar services must be from within the last 3 years.

If Tenderers are unable to provide two (2) examples the tenderer may be required to explain why examples cannot be provided.

If available, copies of completion certificates or customers' written declaration which validates the examples you have provided.

#### **Guidance**

If you cannot provide certificates or customer declarations the Authority may choose to contact customers cited directly in order to validate the experience examples you have provided without any further reference to you.

#### **SPD Question 4C.7 Technical and Professional Ability (Environmental Management Measures)**

Please provide details of the environmental management measures which the bidder will be

able to use when performing the contract:

Tenderers must provide details of their environmental accreditation, standards and traceability and will confirm that they will employ environmental management measures that meet the following requirements:

- Accreditation for paper ie FSC, recycled etc against the list of requirements.
- Carbon capture programme measured against supply.

#### SPD Question 4C.11 Technical and Professional Ability (Samples)

Tenderers must confirm that they will provide samples, descriptions and/or photographs of the products to be supplied which do not require a certificate of authenticity, if they are required to do so.

Bidders must deliver 6 sheets or 4 sets of each product that is sheet based, as listed within Section 5.5.4 of the ITT document, to each of the listed PS Print Services locations for evaluation purposes only and must be delivered by 14th June 2024. Failure to provide samples, or samples failing to meet requirements will result in your bid being rejected.

Bidders must also upload Data sheets for all product ranges being sought (not limited to sample items), failure to do so will result in your bid being rejected.

Please refer to Technical envelope on PCST for area to upload data sheets.

#### SPD Question 4C.11.1 Technical and Professional Ability (Samples Certificates of Authenticity)

The Tenderer must confirm that they will provide certificates of authenticity where required.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

As per tender documentation

### **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



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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

17 June 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

17 June 2024

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: At expiry points of the contract if not extended. e.g. 6 months prior to the end of year 2, year 3 or if all extensions are taken, then retender within year 4 to align with expiry.

### **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**

Economic Operators

Applicable to FTS Notices: 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) Regulations 2015.

SPD Question 4C.12 Quality Control Requirements as defined within the SPD on PCST

SPD Question 4D.1 Quality Assurance/Health and Safety Requirements as defined within the SPD on PCST

Living Wage

Equality and Diversity

Declaration of Non-Involvement in Serious Organised Crime

Subcontractor Detail

Data Protection

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 54990. 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:

It has become clear that there is scope within the EU legal framework which applies to public contracts, to use contracts to deliver wider social benefits such as:

- Targeted recruitment and training (providing employment and training opportunities/apprenticeships)
- SME and social enterprise development
- Community engagement.

As part of the Technical Criteria, Tenders are required to provide an outline of all Community Benefits that can be offered in relation to the Contract.

(SC Ref:767007)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom