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Planning

Archival Boxboard

National Library of Scotland
National Records of Scotland

F01: Prior information notice
Prior information only
Notice identifier: 2026/S 000-016355
Procurement identifier (OCID): ocds-h6vhtk-065ac0
Published 24 February 2026, 10:16am

Section I: Contracting authority

I.1) Name and addresses

National Library of Scotland

George IV Bridge

Edinburgh

EH1 1EW

Email

procurementteam@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

I.1) Name and addresses

National Records of Scotland

General Register House, 3 Princes Street

Edinburgh

EH1 3YY

Email

charles.kennedy@nrscotland.gov.uk

Telephone

+44 1313144215

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.nrscotland.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00474

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Recreation, culture and religion

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Archival Boxboard

Reference number

2025.26.058

II.1.2) Main CPV code

- 22992000 - Hand-made paper or paperboard

II.1.3) Type of contract

Supplies

II.1.4) Short description

The National Library of Scotland and the National Records of Scotland jointly require a contract for the supply and delivery of archival boxboard of a range of sizes and weights, to be folded at the organisations' premises using KasemakeCAD box making machines. The boxes will be used to house collection materials, protecting them from fluctuations in temperature and relative humidity, exposure to light and dust, handling damage and the accidental release of water.

All storage and archival work undertaken by the Organisations is carried out in compliance with ISO 16245:2009 Information and documentation - Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents; and BS 4971:2017 Conservation and care of archive and library collections.

II.1.5) Estimated total value

Value excluding VAT: £480,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 22993100 - Photosensitive paper or paperboard
- 22993200 - Heat-sensitive paper or paperboard
- 22993300 - Thermographic paper or paperboard

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh (Sighthill)

II.2.4) Description of the procurement

The National Library of Scotland and National Records of Scotland wish to jointly procure a contract for the supply and delivery of archival boxboard and associated services (e.g. uplift of off-cuts and pallets). This contract will replace the current contract that is due to end in summer 2026. Lead tenderer is the National Library. Tender evaluation will be carried out jointly between both organisations.

Please note that sample materials will be required as part of the tender evaluation process. These must arrive at the identified premises (in Edinburgh) no later than the tender closing date which is expected to be early May 2026.

Both organisations use KasemakeCAD box making machines for the production of archival boxes. The Library also uses a Global RBC70 die-cutting machine.

The contract is expected to run for an initial 2 years, with 2x 24 months optional extensions depending on performance and requirement. It is anticipated that the joint spend under this contract averages 80,000 GBP per annum. However, this may change depending on institutional need.

II.3) Estimated date of publication of contract notice

1 April 2026

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

(SC Ref:824534)