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Tender

Periodicals and Associated Services

APUC Limited

F02: Contract notice

Notice identifier: 2024/S 000-017350

Procurement identifier (OCID): ocds-h6vhtk-0416f6

Published 5 June 2024, 8:53am

Section I: Contracting authority

I.1) Name and addresses

APUC Limited

Unit 27, Stirling Business Centre, Wellgreen

Stirling

FK8 2DZ

Contact

Lorona Watts

Email

lwatts@apuc-scot.ac.uk

Telephone

+44 1314428950

Country

United Kingdom

NUTS code

UKM77 - Perth & Kinross and Stirling

Internet address(es)

Main address

<http://www.apuc-scot.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10402

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

<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

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Periodicals and Associated Services

Reference number

LIB1022 AP

II.1.2) Main CPV code

- 22200000 - Newspapers, journals, periodicals and magazines

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Authority is seeking to appoint a Subscription Agent to supply to manage the supply and delivery of periodicals

and the associated services.

II.1.5) Estimated total value

Value excluding VAT: £38,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 22211000 - Journals
- 22210000 - Newspapers
- 22212000 - Periodicals
- 22212100 - Serials

- 22213000 - Magazines
- 22211100 - Official journals

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Scotland and Northern Ireland

II.2.4) Description of the procurement

For the appointment of a Subscription Agent to manage the supply and delivery of periodicals and the associated services.

A Periodical being defined as any domestic or foreign publication supplied in a print or electronic format.

The publication may take various formats, such as a magazine, newspaper, or journal to name a few examples, and may be issued in successive parts, at regular intervals and may continue indefinitely.

The appointed agent will be required to act on behalf of the:

- * HE/FE institutions in Scotland
- * HE institutions of Northern Ireland
- * The members of the Scottish Confederation of University and Research Libraries(SCURL)
- * The Scottish Government
- * NHS Education Scotland (SHEDL deals only) acting on behalf of The Knowledge Network.

Parties eligible to use the Framework Agreement are as listed in Appendix E — List of Institutions. Members of APUC - <http://www.apuc-scot.ac.uk/>

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60

Cost criterion - Name: Commercial / Weighting: 40

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 Framework Agreement will commence on the 01/01/2025 for an initial period of 2 years and will expire on the 31/12/2026.

The Authority reserves the right to extend the Framework Agreement for a further 2 x 12 month periods subject to satisfactory performance and continued requirement by Institutions for the service provision.

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

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

Minimum level(s) of standards required:

Please refer to the “Qualification Envelope” of the ITT within PCS-T to answer the selection criteria

Please refer to Part IV Selection Criteria: Questions within 4B.5 of the SPD

Tenderers must confirm they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance = GBP 5 Million

Product and Public Liability Insurance = GBP 5 Million

Please refer to Part IV Selection Criteria: Questions within 4B.6 of the SPD

The successful tenderer will be required to provide 2 years audited accounts, or equivalent if awarded to the Framework Agreement

III.1.3) Technical and professional ability

List and brief description of selection criteria

Minimum level(s) of standards required:

Please refer to the “Qualification Envelope” of the ITT within PCS-T to answer the selection criteria

Please refer to Part IV Selection Criteria. Please refer to question 4C.4 of the SPD - :
Technical and Professional Ability

section

Tenderers must confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and

sustainable supply chain. This includes confirmation that they have the systems in place

to pay subcontractors through the supply chain

promptly (i.e. no later than 30 days after the invoice (or similar claim) relating to the payment is presented) and effectively, and provide

evidence when requested of:

a) their standard payment terms

b) 95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year

If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment

performance.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

SUBMISSION OF MANAGEMENT INFORMATION

Prior to the commencement of the Framework Agreement, the Contractor will provide the Authority with contact details of the Management Information contact who will be provided with a template spreadsheet/reporting schedule along with a username and password for the management information website <http://www.ucsp.ac.uk/>

The Contractors must provide the information on a quarterly basis, within 10 working days following the start of each quarter by logging into the website and uploading the template document. If there has been no spend for the quarter then this will still require you to log in and record a nil spend return.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

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: [2023/S 000-033130](#)

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

Date

5 July 2024

Local time

4:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

5 July 2024

Local time

4:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: December 2027

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 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.

The following should be submitted prior to award. It is for information only and will not be scored.

Form of Tender:

Please confirm that you will be in a position to submit prior to award “Appendix A – Form of Tender” in the Technical Questionnaire in PCS-Tender.

Freedom of Information

Please confirm that you will be in a position to submit prior to award “Appendix B – Freedom of Information” if applicable in the Technical Questionnaire in PCS-Tender.

Sustain Supply Chain Code of Conduct

Please confirm that you will be in a position to submit prior to award “Appendix D – Sustain Supply Chain Code of Conduct” in the Technical Questionnaire in PCS-Tender.

General Data Protection Regulation

Please confirm that you will be in a position to submit prior to award “Appendix G – GDPR Contractor Assessment Form” in the Technical Questionnaire in PCS-Tender.

Sustain SCM RP Section 1

Appendix J SCM RP Section 1 Appendix J in the Technical Questionnaire in PCS-Tender.

At this stage in the process this document has been provided for information only and will

not be scored. On award to the Framework Agreement the completion of the questionnaire will be a contractual obligation and appointed Contractors will receive an invite to complete the questionnaire online.

Library Management Systems

Appendix H "Library Management Systems" in the Technical Questionnaire in PCS-Tender.

To be completed and submitted at the time of tender

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26835. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

It is a requirement that the range of the subscription and information management services to be delivered under this framework agreement will be delivered by a main contractor.

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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

Opportunity for internships, summer placements or apprenticeships for students.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26835. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

The required goods and service will be provided by the appointed Subscription Agent.

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:

Opportunity for training, internships, summer placements or apprenticeships for students.

Donation of unused goods to local organisations within the geography of the framework agreement.

(SC Ref:767659)

VI.4) Procedures for review

VI.4.1) Review body

Stirling Sheriff Court and Justice of the Peace Court Sheriff Court

Sheriff Court House, Viewfield Place Stirling Country

Stirling

FK8 1NH

Email

stirling@scotcourts.gov.uk

Telephone

+44 1786462191

Fax

+44 1786470456

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/stirling-sheriff-court-and-justice-of-the-peace-court>