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Tender

## **Periodicals and Associated Services**

APUC Limited

F02: Contract notice

Notice identifier: 2024/S 000-017350

Procurement identifier (OCID): ocids-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](mailto: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](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

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## **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

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## **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.

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## **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

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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: 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](mailto:stirling@scotcourts.gov.uk)

Telephone

+44 1786462191

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+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>