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Contract

Headed Stationery and Fulfilment Service

Scottish Parliamentary Corporate Body

F03: Contract award notice

Notice identifier: 2024/S 000-017964

Procurement identifier (OCID): ocds-h6vhtk-03c557

Published 11 June 2024, 11:30am

Section I: Contracting authority

I.1) Name and addresses

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

Email

Nigel.MacGillivray@parliament.scot

Telephone

+44 1313485593

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.parliament.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.4) Type of the contracting authority

Other type

Devolved Parliament

I.5) Main activity

Other activity

Legislative Body

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Headed Stationery and Fulfilment Service

Reference number

NIC-G&S-128

II.1.2) Main CPV code

- 79823000 - Printing and delivery services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to provide a range of headed stationery products and a fulfilment service to support the operation of The Scottish Parliament at Holyrood and to Members of The Scottish Parliament (MSPs) in their Local Constituency Offices across Scotland.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £1,400,000

II.2) Description

II.2.2) Additional CPV code(s)

- 30199000 - Paper stationery and other items
- 30192700 - Stationery

- 64121100 - Mail delivery services
- 22100000 - Printed books, brochures and leaflets
- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to provide a range of headed stationery products to support the operation of the Scottish Parliament at Holyrood and to Members of the Scottish Parliament (MSPs) in their Local Constituency Offices across Scotland. The Contractor must have experience in all of the following areas: provision of headed stationery, provision of an online ordering system, mail fulfilment services, management and security of pre paid envelopes.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60

Cost criterion - Name: Price / Weighting: 40

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

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) Regulation 2015

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-012392](#)

Section V. Award of contract

Contract No

NIC-G&S-128

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

22 January 2024

V.2.2) Information about tenders

Number of tenders received: 1

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 1

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

APS Group (Scotland) Ltd

21 Tennant St, Leith

Edinburgh

EH6 5NA

Telephone

+44 1316299962

Country

United Kingdom

NUTS code

- UKM75 - Edinburgh, City of

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £1,400,000

Section VI. Complementary information

VI.3) Additional information

(SC Ref:767129)

VI.4) Procedures for review

VI.4.1) Review body

The Scottish Parliamentary Corporate Body

Holyrood, Edinburgh

Edinburgh

EH99 1SP

Email

procurement@parliament.scot

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

Edinburgh Sheriff Court House

Sheriff Court House, 27 Chambers Street,

Edinburgh

EH1 1LB

Country

United Kingdom