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Tender

## **Franking Machines & Consumables**

APUC LIMITED

F02: Contract notice

Notice identifier: 2021/S 000-019485

Procurement identifier (OCID): ocds-h6vhtk-02d38c

Published 11 August 2021, 3:12pm

The closing date and time has been changed to:

**9 September 2021, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

APUC LIMITED

Unit 27, Stirling Business Centre, Wellgreen

STIRLING

FK82DZ

#### **Contact**

Alice Ng

#### **Email**

[ang@apuc-scot.ac.uk](mailto:ang@apuc-scot.ac.uk)

**Telephone**

+44 1314428930

**Country**

United Kingdom

**NUTS code**

UKM - Scotland

**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**

Franking Machines & Consumables

Reference number

PMR1003 AP

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

- 30144100 - Postage-franking machines

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

Supplies

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

The Authority is seeking to appoint Contractor(s) for the supply, delivery and maintenance, via lease and purchase arrangements, of

Franking Machines, associated products and services including installation and configuration of equipment and provision of consumables to the further education / higher education (FE/HE) sector (UK wide) and the wider Public Sector (Scotland) as listed within Appendix E of the ITT.

#### **II.1.5) Estimated total value**

Value excluding VAT: £23,546,984

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

This contract is divided into lots: No

### **II.2) Description**

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

- 30144100 - Postage-franking machines

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

Various locations across Scottish Mainland and Islands, Northern Ireland, England and Wales.

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

The Authority is seeking to appoint Contractor(s) for the supply, delivery and maintenance, via lease and purchase arrangements, of Franking Machines, associated products and services including installation and configuration of equipment and provision of consumables to the further education / higher education (FE/HE) sector (UK wide) and the wider Public Sector (Scotland) as listed within Appendix E of the ITT.

Please note the Framework Value quoted includes 'pass through' costs including postage costs set by Royal Mail. The actual estimated spend for the total potential Framework Agreement period excluding these costs is 4,709,396 GBP.

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

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

### **II.2.6) Estimated value**

Value excluding VAT: £23,546,984

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a further period up to 24 months subject to satisfactory performance and continued Institutions requirements.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: 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) Regulations 2015.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

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

Minimum level(s) of standards possibly required

With reference to question 4B.5 of the SPD in the qualification questionnaire, bidders must confirm they can provide the following

supporting evidence prior to award:

Employers (Compulsory) Liability Insurance = 5 000 000 GBP

Public & Product Liability Insurance = 5 000 000 GBP

With reference to question 4B.6 of the SPD in the qualification questionnaire, bidders must provide 2 years audited accounts, or equivalent if awarded the Framework Agreement to demonstrate financial stability. Alternatively if the contractor is unable to provide the required accounting information then they will be required to provide a bankers letter demonstrating their willingness to support the contractors organisation over the term of the Framework Agreement.

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

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

Submission of Management Information

Following commencement of the Framework Agreement, the Contractor will provide a performance report to the Authority on a quarterly basis to include spend by Institution under the Framework Agreement for the reporting period.

Contractors must provide the information on a quarterly basis, within 10 working days following the start of each quarter. Data must be uploaded to the website: <http://ucsp.ac.uk/> using the template provided (template shall be provided during the lead-in period).

The supplied template is the only format permissible and should contain Contractor name, tender reference, total net spend by institution each month. 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 several operators

Envisaged maximum number of participants to the framework agreement: 4

#### **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: [2021/S 147-392700](#)

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

Originally published as:

Date

30 August 2021

Local time

12:00pm

Changed to:

Date

9 September 2021

Local time

12:00pm

See the [change notice](#).

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

English

**IV.2.7) Conditions for opening of tenders**

Date

30 August 2021

Local time

1:00pm



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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: 48 months

### **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**

Form of Tender

Tenderers must sign the Form of Tender - Appendix A prior to award to confirm that their Tender Response is a complete, true and accurate submission.

Freedom of Information

Please confirm that you will be in a position to complete, prior to award, Appendix B - Freedom of Information (if applicable) in the

Technical Questionnaire in PCS-Tender. This information should only be submitted if applicable at point of award. It is for information only and will not be scored.

Sustain Supply Chain Code of Conduct

In partnership with Institutions, the Authority has developed a Sustain Supply Chain Code of Conduct - Appendix D which sets out its expected standards for its supply chain in social, ethical and environmental compliance. Tenderers must complete the Supply Chain Code of Conduct prior to award to assist in achieving its objectives.

Declaration of Non-Involvement in Serious Organised Crime

Tenderers must sign the Declaration of Non-Involvement in Serious Organised Crime - Appendix G prior to award to confirm that their Tender Response is a complete, true and accurate submission.

## Declaration of Non-Involvement in Human Trafficking & Labour Exploitation

Tenderers must sign the Declaration of Non-Involvement in Human Trafficking & Labour Exploitation - Appendix H prior to award to confirm that their Tender Response is a complete, true and accurate submission.

### Supply Chain Evaluation Tool: Section 1

Please complete "Appendix I - Supply Chain Evaluation Tool: Section 1" in the Technical Questionnaire in PCS-Tender.

Tenderers must complete the Supply Chain Evaluation Tool: Section 1. It is for information only and will not be scored but is a

requirement of this tender and will be included in the contractual terms.

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

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

Stirling Sheriff Court and Justice of the Peace Court

Sheriff Court House, Viewfield Place

Stirling

FK8 1NH

Telephone

+44 1786462191

Country

United Kingdom

Internet address

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