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Tender

## **Supply of Archival Boxboard**

National Library of Scotland  
National Records of Scotland

F02: Contract notice

Notice identifier: 2021/S 000-021651

Procurement identifier (OCID): ocds-h6vhtk-02dc02

Published 1 September 2021, 3:24pm

### **Section I: Contracting authority**

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

National Library of Scotland

George IV Bridge

Edinburgh

EH1 1EW

#### **Contact**

Alyssa Lamb

#### **Email**

[A.lamb@nls.uk](mailto:A.lamb@nls.uk)

#### **Telephone**

+44 1316233790

#### **Fax**

+44 1316233701

**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](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11622)

**I.1) Name and addresses**

National Records of Scotland

Ladywell House, Ladywell Road

Edinburgh

EH12 7TF

**Contact**

Simon McLean

**Email**

[simon.mclean@nrscotland.gov.uk](mailto:simon.mclean@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](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**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Body governed by public law

## **I.5) Main activity**

Recreation, culture and religion

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Supply of Archival Boxboard

Reference number

2021.22.001

#### **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 'the Library' and National Records of Scotland 'NRS' both use KasemakeCAD box making machines for the production of archival boxes. The Library also uses a Global RBC70 die-cutting machine.

Both organisations require a call-off contract for supply and delivery of archival boxboard and associated services as detailed in full below. This contract will replace the current contract that is due to end in January 2022.

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

Value excluding VAT: £160,000

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

This contract is divided into lots: No

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

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

- 22992000 - Hand-made paper or paperboard
- 22993100 - Photosensitive paper or paperboard
- 22993200 - Heat-sensitive paper or paperboard
- 22993400 - Corrugated 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

National Library of Scotland, 4 Bankhead Medway, Edinburgh, EH11 4BY

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

The National Library of Scotland 'the Library' and National Records of Scotland 'NRS' both use KasemakeCAD box making machines for the production of archival boxes. The Library also uses a Global RBC70 die-cutting machine.

Both organisations require a call-off contract for supply and delivery of archival boxboard and associated services as detailed in full below. This contract will replace the current contract that is due to end in January 2022.

The Library and NRS both contribute to the effective administration of Scotland by collecting, holding, preserving and archiving certain public records and by making them available in accordance with their statutory and other functions.

Both Organisations require archival folding board (board) for use on CAD box-making machines and die cutting machines to produce archival boxes. The archival boxes will provide a micro-environment for archival collections including books, papers and photographs, 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.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Value excluding VAT: £160,000

### **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 contract award will be for a minimum of two (2) years and may be extended year on year up to a maximum of four (4) by mutual agreement and subject to satisfactory performance.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As detailed in the SPD Scotland module

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

List and brief description of selection criteria

As detailed in the SPD Scotland module

Minimum level(s) of standards possibly required

As detailed in the SPD Scotland module

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

As detailed in the SPD Scotland module

Minimum level(s) of standards possibly required

As detailed in the SPD Scotland module

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

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

In order to ensure the highest standard of service quality the Library requires the Supplier to take a positive approach to fair work practices as part of a fair and equitable employment and reward package that includes the payment of the real living wage to any staff working on Library premises.

The contract will be subject to performance management conditions with regards to KPIs

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

Date

4 October 2021

Local time

11:00am

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 5 (from the date stated for receipt of tender)

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

Date

4 October 2021

Local time

12:00pm

Place

The tenders will be opened via PCS by two members of Library procurement staff



Information about authorised persons and opening procedure

Two members of the library procurement team will unlock to PCS postbox at the specified time. The information submitted by each supplier will be cleansed and then distributed to the members of the evaluation panel.

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **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**

The SPD module scoring methodology and minimum mandatory requirements is detailed at sections 10 & 11 of the Contract Notice Instruction and Guidance Document.

To safeguard the effective delivery of the contract , the Library will require any key subcontractors proposed to be used for the delivery of the contract to complete sections A and B of Part II and Part III only of the SPD (S)

Contract Award criteria will be made available along with the ITT and Schedules to tender to the successful Bidders.

The Library is not bound to accept the lowest price or any tendered submission.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=665778](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=665778).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

A sub-contract clause has been included in this contract. For more information see:  
<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:  
<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

Bidders will be expected to submit community benefit proposals including Fair Work Practices as part of their tendered submission that are proportionate and relevant to the scope of services.

(SC Ref:665778)

Download the ESPD document here:  
[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=665778](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=665778)

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

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

<https://scotcourts.gov.uk/about-the-scottish-court-service/contact-us>

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures:

The Library will incorporate a minimum of 10 calendar days standstill period at the point of which information on the decision to award the contract is communicated to tenderers (the standstill notification). An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Sessions after informing the Library of its intentions.