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Contract

## **ITT for the Provision of Print and Fulfilment Services in Scotland to Support Home Energy Scotland**

Energy Saving Trust Ltd

F03: Contract award notice

Notice identifier: 2024/S 000-021787

Procurement identifier (OCID): ocids-h6vhtk-0459fc

Published 16 July 2024, 11:55am

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

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

Energy Saving Trust Ltd

Prospect House, 5 Thistle Street

EH2 1DF

Edinburgh

#### **Email**

[maddalena.galloni@est.org.uk](mailto:maddalena.galloni@est.org.uk)

#### **Telephone**

+44 1315557900

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

[www.energysavingtrust.org.uk](http://www.energysavingtrust.org.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA14923](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA14923)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

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

Other type

Not for Profit

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

ITT for the Provision of Print and Fulfilment Services in Scotland to Support Home Energy Scotland

Reference number

EST/ITT/PFS/0524

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

- 22000000 - Printed matter and related products

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

Supplies

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

Energy Saving Trust is seeking to appoint a supplier to provide print and fulfilment services to support the marketing activity of all offices in Scotland. This comprises of the head office in Edinburgh and five regional advice centres currently located in: Aberdeen; Ayr; Glasgow, Edinburgh and Inverness. On occasion there may be a requirement to print material for other UK offices. . In addition, during the term of this contract there's a possibility that the locations of the regional advice centres may change although they will remain on the Scotland mainland.

#### **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: £240,000

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

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

- 22000000 - Printed matter and related products

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

NUTS codes

- UKM - Scotland

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

Energy Saving Trust in Scotland is seeking a supplier to provide print and fulfilment services relating to all agreed marketing activity. This covers activity in Scotland across six offices: central office in Edinburgh and five advice centres in Aberdeen; Ayr; Glasgow, Edinburgh; Inverness. On occasion, there may be a requirement to provide print and fulfilment service to other UK offices.

The Home Energy Scotland advice centres (ACs) are contracted by Energy Saving Trust to deliver specific work. There is some work the ACs do separately which isn't funded by Energy Saving Trust e.g. HEEPS: ABS delivered on behalf of Local Authorities. The ACs can decide which supplier to use for this work, not necessarily the supplier Energy Saving Trust has procured.

Main activity relates to managing the end-to-end process for direct mailings including: sourcing paper; sorting data into correct format; printing and finishing (die cutting, folding, gluing, trimming, stitching and packing) of items; lasering; inserting; liaising with Royal Mail ; and dealing with 'returns' effectively.

All material including: letterhead, posters, direct mail pieces, and brochures will be manufactured to the high Energy Saving Trust quality and environmental standards using vegetable based inks on FSC approved paper

EST currently uses Revive paper stock and is looking to review this with the appointed supplier.

The appointment is for a period of 4 years from 8th July 2024 subject to continued Scottish Government funding. Changes to funding may result in reappraisal of the relationship, including termination, subject to the terms and conditions.

Extra requirements of the contract are minor amends to artwork prior to printing, artworking for various print jobs where no artwork exists, dispatch of print (in some cases to multiple addresses), storage of printed material when required.

Energy Saving Trust is looking to streamline processes to ensure effective management of stock – minimising wastage where possible. As part of this tender the Energy Saving Trust is looking for recommendations on how to manage print and stock control in the cost-effective and efficient manner.

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

Quality criterion - Name: Technical Expertise / Weighting: 55%

Quality criterion - Name: Sustainability / Weighting: 10%

Quality criterion - Name: Community Benefits / Weighting: 5%

Price - Weighting: 20%

### **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**

As described in the ITT.

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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: No

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-015514](#)

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## **Section V. Award of contract**

### **Contract No**

EST/JTP/PFS/0724

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

5 July 2024

#### **V.2.2) Information about tenders**

Number of tenders received: 8

Number of tenders received from SMEs: 7

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 8

Number of tenders received by electronic means: 8

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

#### **V.2.3) Name and address of the contractor**

J Thomson Colour Printers Ltd

14 Carnoustie Place

Glasgow

G5 8PB

Telephone

+44 1414291094

Fax

+44 1414295638

Country

United Kingdom

NUTS code

- UKM82 - Glasgow City

The contractor is an SME

Yes

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

Initial estimated total value of the contract/lot: £240,000

Total value of the contract/lot: £240,000

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## **Section VI. Complementary information**

### **VI.3) Additional information**

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=760259](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=760259).

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.

(SC Ref:772490)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

Saughton House, Broomhouse Drive

Edinburgh

EH11 3XD

Country

United Kingdom