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Tender

## **Provision of Print Services**

Abertay University

F02: Contract notice

Notice identifier: 2021/S 000-024951

Procurement identifier (OCID): ocds-h6vhtk-02e8e5

Published 6 October 2021, 5:15pm

## **Section I: Contracting authority**

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

Abertay University

Bell Street

Dundee

DD1 1HG

#### **Email**

[procurement@abertay.ac.uk](mailto:procurement@abertay.ac.uk)

#### **Telephone**

+44 1382308995

#### **Country**

United Kingdom

## **NUTS code**

UK - United Kingdom

## **Internet address(es)**

Main address

<http://www.abertay.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00103](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00103)

## **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**

Other type

Higher Education

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

Education

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## **Section II: Object**

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

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

Provision of Print Services

Reference number

AU-PRO-2021-036

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

- 22000000 - Printed matter and related products

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

Supplies

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

Provision of Abertay University's Undergraduate Prospectus and Short Run Printed Matter

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

Value excluding VAT: £250,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Prospectus

Lot No

1

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

- 22100000 - Printed books, brochures and leaflets
- 22110000 - Printed books
- 22458000 - Bespoke printed matter

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee

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

The provision of Abertay University's Annual Undergraduate Prospectus

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

There will be an option to extend for a period(s) of up to 12 months

### **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

## **II.2) Description**

### **II.2.1) Title**

Short Run Print

Lot No

2

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

- 22000000 - Printed matter and related products
- 22100000 - Printed books, brochures and leaflets

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee

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

The University Require the provision of various Printed Matter, such as Brochures Leaflets, Envelopes, Posters, etc.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

An option to extend will be available for period(s) of up to 12 months.

### **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

## Financial Status

It is a requirement of this framework to provide details of your yearly turnover for the last 3 financial years 2018/19, 2019/20, and 2020/21. The annual turnover must not be lower than 50 percent of the overall contract value, proposing to bid for. i.e if bidding for lot 1 only annual turnover must not be lower than 30,000 gbp, OR If bidding for lot 2 only, annual turnover must not be lower than 90,000 gbp. and so on.

## Insurance

It is the requirement of this framework that tenderers hold, or can commit to obtain prior to the commencement of any subsequently awarded framework, the types and levels of insurance indicated below: Employer's (Compulsory) Liability Insurance = 10 million gbp, and Public Liability Insurance = 5 million gbp

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

List and brief description of selection criteria

Tenderers will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the Contract Notice.

Please provide 3 relevant examples of services carried out during the last 3 years. The information you provide should cover the following areas - a description of the goods works or services delivered, framework value & dates, previous or current customer details.

Tenderers require to demonstrate that they have they have appropriate human resources available to deliver the requirements of the framework.

Tenderers will be required to confirm their average annual manpower for the last three years.

Tenderers will be required to demonstrate that they have (or have access to) the relevant tools, plant or technical equipment to deliver the types of requirements detailed in II.2.4 in the Contract Notice

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

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

Date

8 November 2021

Local time

12:00pm

#### **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: 3 (from the date stated for receipt of tender)

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



Date

8 November 2021

Local time

12:00pm

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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 buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19829. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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:

Abertay University is committed to addressing community benefits as part of any procurement exercise.

The Supplier is required to provide detail on: the history of benefits provided in the past; continuity to promote on-going delivery; future planning and commitment to provide further benefits in local areas of Dundee must be included.

Examples of Community Benefits include: Improving Education and skills; delivery of training and development; work experience/local apprenticeship programmes, enhancing and improving local community projects; and improving local employability.

(SC Ref:669662)

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

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

Court of Session

Bell Street

Dundee

Country

United Kingdom