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Tender

Print, Distribution and Managed Service of Garden Waste Permits

Perth & Kinross Council

F02: Contract notice

Notice identifier: 2022/S 000-026595

Procurement identifier (OCID): ocids-h6vhtk-036aa7

Published 22 September 2022, 4:07pm

Section I: Contracting authority

I.1) Name and addresses

Perth & Kinross Council

2 High Street

Perth

PH1 5PH

Contact

Annie Nettleton

Email

ANettleton@pkc.gov.uk

Telephone

+44 1738475000

Country

United Kingdom

NUTS code

UKM77 - Perth & Kinross and Stirling

Internet address(es)

Main address

<http://www.pkc.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00372

I.3) Communication

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

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

www.publictendersscotland.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Print, Distribution and Managed Service of Garden Waste Permits

Reference number

PKC11872

II.1.2) Main CPV code

- 30192800 - Self-adhesive labels

II.1.3) Type of contract

Supplies

II.1.4) Short description

Perth & Kinross Council are looking for a print, distribution and managed service of garden waste permits.

II.1.5) Estimated total value

Value excluding VAT: £200,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 30192800 - Self-adhesive labels

II.2.3) Place of performance

NUTS codes

- UKM77 - Perth & Kinross and Stirling

II.2.4) Description of the procurement

Perth & Kinross Council are looking for a print, distribution and managed service of garden waste permits.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Cost criterion - Name: Price / Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £200,000

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

Start date

22 November 2022

End date

31 March 2025

This contract is subject to renewal

Yes

Description of renewals

The Council shall have the option of extending the Contract (either singly or in phases) for a further period of up to 3 years after the expiry of the term.

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

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

Economic and Financial Standing

4B.4 Bidders will be required to state the values for the following for the last two financial years:

1. Current Ratio (Current Assets divided by Current Liabilities)
2. Net Assets (Net Worth) (value per the Balance Sheet)

4B.5.1 The Bidder must confirm they already have, or can commit to obtain, prior to commencement of the contract, the following types of insurance:

Professional Indemnity Insurance

Employers Liability Insurance

Public Liability Insurance

Minimum level(s) of standards possibly required

4B.4 Financial Ratios

The acceptable range is:

1. Current Ratio - it is expected that the ratio is equal to or greater than 1, i.e. Current Assets will equal or exceed Current Liabilities for both years. Reasons for not meeting the required test to be disclosed by tenderers together with appropriate supporting evidence to confirm the suitability of the tenderer for the contract.

2. Net Assets (Net Worth) - it is expected that the Net Worth will be positive, i.e. a Net Assets position for both years. Reasons for not meeting the required test to be disclosed together with appropriate supporting evidence to confirm the suitability of the tenderer for the contract.

4B.5.1 Level of Insurance

Professional Indemnity Insurance in the sum of GBP2,000,000 for any one occurrence or series of occurrences arising out of one event.

Employers Liability Insurance in the sum of GBP10,000,000 for any one occurrence or series of occurrences arising out of one event.

Public Liability Insurance in the sum of GBP5,000,000 for any one occurrence or series of occurrences arising out of one event.

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C1.2 Bidders will be required to provide examples of previous contracts delivered.

4C.10 Bidders will be required to confirm whether they intend to subcontract

4D.1 Quality Management Procedures

4D.1 Health & Safety Procedures

4D.2 Environmental Management

Minimum level(s) of standards possibly required

4C1.2 Bidders will be required to provide examples of works carried out in the past three years that demonstrate that they have the relevant experience to deliver the service. The examples (minimum of 3, maximum of 5) should demonstrate that the tenderer has experience of carrying out similar services to those required for this contract including; provision of labels for outdoor use and provision of a managed service.

4C.10 Bidders to confirm what proportion of the contract will be sub-contracted.

4D.1 Quality Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

OR

2. The bidder must be able to provide documented evidence of their Quality Management policies and procedures as detailed in section 9 of the Instructions for Tenderers document.

HEALTH AND SAFETY PROCEDURES

1. The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

OR,

2. The bidder must be able to provide documented evidence of their Health and Safety policies and procedures as detailed in section 9 of the Instructions for Tenderers document.

4d.2 ENVIRONMENTAL MANAGEMENT

1 The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate,

OR

2. The bidder must be able to provide documented evidence of their Environmental Management policies and procedures as detailed in section 9 of the Instructions for Tenderers document.

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

24 October 2022

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

24 October 2022

Local time

12:00pm

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22433.
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:

Tenderers responding to this tender opportunity are requested to adopt the following community benefits approach.

Perth & Kinross Council (PKC) is committed to maximising community benefits. Community Benefits improve the economic, social or environmental wellbeing of the specific local authority area.

To find information about current community requirements in the Perth and Kinross Council area please look at our website.

Based on estimated spend of this contract any successful supplier will be required to meet a minimum number of Community Benefits points (please see the Instructions for Tenderers document for further information on the spend thresholds). If you are successful in the award of this contract and meet the minimum Annual Spend Threshold you will be required to communicate with the Council's designated person to finalise the

benefits that you are offering.

Perth & Kinross Council will calculate which Annual Spend Thresholds have been met. Suppliers must report delivered Community Benefits to PKC's designated person on an annual basis.

(SC Ref:707609)

VI.4) Procedures for review

VI.4.1) Review body

Perth Sheriff Court

County Building, Tay Street

Perth

PH2 8NL

Country

United Kingdom