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Tender

Print & Associated Services 2023

Scottish Government

F02: Contract notice

Notice identifier: 2022/S 000-027530

Procurement identifier (OCID): ocds-h6vhtk-0371f2

Published 30 September 2022, 2:46pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

150 Broomielaw

Glasgow

G2 8LU

Contact

Neil MacTavish

Email

neil.mactavish@gov.scot

Country

United Kingdom

NUTS code

UKM - Scotland

National registration number

Atlantic Quay

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482

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

www.publictenderscotland.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publictenderscotland.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Print & Associated Services 2023

Reference number

SP-22-006

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Procurement and Property Directorate (SPPD) is the organisation tasked with procuring frameworks and contracts on behalf of Scottish public sector bodies.

The Print & Associated Services Framework Agreement will be Multi Supplier and Multi Lot. The Authority requirement is divided into three (3) distinct Lots:

Lot 1 - Litho / Digital / Web Printing Services

Lot 2 - Specimen Bags

Lot 3 - Special Labels

The framework agreement will be available for use by the Scottish Ministers (including Agencies), Scottish Non-Departmental Public Bodies, offices in the Scottish Administration which are not ministerial offices, cross-border public authorities within the meaning of section 88(5) of the Scotland Act 1998, The Office for the Secretary of State for Scotland, the Scottish Parliamentary Corporate Body, councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994, , bodies registered as social landlords under the Housing (Scotland) Act 2001, Scottish health boards or special health boards, Student Loans Company Limited, the Commissioner of Northern Lighthouse operating as the Northern Lighthouse Board, Scottish Futures Trust, Equality and Human Rights Commission, Business Stream Ltd, the Business Gateway National Unit at the Convention of Scottish Local Authorities, further or higher education institutions being

fundable bodies within the meaning of section 6 of the Further and Higher Education (Scotland) Act 2005, any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by one or more of the foregoing, bodies financed wholly or mainly by one or more of the foregoing, bodies subject to management supervision by one or more of the foregoing and bodies more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, being appointed by one or more of the foregoing. In addition to the contracting authorities listed, the framework agreement will be available to charities entered on the Scottish Charity Register and voluntary organisations entered on the Membership Database of the Scottish Council for Voluntary Organisations.

Information about agencies of the Scottish Ministers, Scottish Non-Departmental Public Bodies and offices in the Scottish Administration which are not ministerial offices are listed at

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>

Overview of the governance structure of public procurement for Scotland, including the Public Procurement Group.

<https://www.gov.scot/publications/public-procurement-governance/>

II.1.5) Estimated total value

Value excluding VAT: £32,000,000

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

Litho / Digital / Web Printing Services

Lot No

1

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products
- 22100000 - Printed books, brochures and leaflets
- 22310000 - Postcards
- 22800000 - Paper or paperboard registers, account books, binders, forms and other articles of printed stationery
- 22820000 - Forms
- 30192800 - Self-adhesive labels
- 30199761 - Bar-coded labels
- 30199700 - Printed stationery except forms
- 79520000 - Reprographic services
- 79810000 - Printing services
- 79821000 - Print finishing services
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services
- 79933000 - Design support services
- 79971000 - Bookbinding and finishing services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

Lot 1 is for the provision of Litho / Digital / Web Printing Services.

It is envisaged that we will appoint 12 suppliers. Suppliers must have the capability and experience to be able to provide, either directly or indirectly, the full range of services detailed within the Statement of Requirement Schedule 1 and 1A.

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

48

This contract is subject to renewal

No

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

Specimen Bags

Lot No

2

II.2.2) Additional CPV code(s)

- 22458000 - Bespoke printed matter
- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

Lot 2 is for the provision of Specimen Bags.

It is envisaged that we will appoint 3 suppliers. Suppliers must have the capability and experience to be able to provide, either directly or indirectly, the full range of Specimen Bags listed and associated service provision described within the Statement of Requirement Schedule 1 and 1A.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

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

Duration in months

48

This contract is subject to renewal

No

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

Special Labels

Lot No

3

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products
- 30192800 - Self-adhesive labels
- 30199761 - Bar-coded labels

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

Lot 3 is for the provision of Special Labels.

It is envisaged that we will appoint 3 suppliers. Suppliers must have the capability and experience to be able to provide, either directly or indirectly, the full range of Specimen Bags listed and associated service provision described within the Statement of Requirement Schedule 1 and 1A.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

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

Duration in months

48

This contract is subject to renewal

No

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

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

4B.5.1 to 4B.5.3 - It is a requirement of this framework/contract that bidders hold or can commit to obtain prior to the commencement of any subsequently awarded framework/contract the types and levels of insurance indicated below:

Public Liability Insurance = not less than 1 million GBP per incident and unlimited in total;

Professional Indemnity Insurance = not less than 1 million GBP per incident and unlimited in total;

Employer's (Compulsory) Liability Insurance = in accordance with any legal obligation for the time being in force.

Bidders who do not currently have or cannot commit to obtaining the levels of Insurance requested may be excluded from the procurement process. In event of award of a Framework, Scottish Government will seek proof that these Insurance provisions have been fully complied with.

III.1.3) Technical and professional ability

List and brief description of selection criteria

In respect of Lot 3 (Special Labels), Bidders must provide printed bar codes which meet the standards stipulated by the ICCBBA. In addition, Bidders must work to the standards for medical labels in accordance with the ICCBBA & Medicines and Healthcare Products Regulatory Agency (MHRA).

Bidders must be, or provide an undertaking prior to commencement of the Framework Agreement, to be, ICCBBA accredited. Bidders who cannot commit will be excluded from further consideration for this Lot.

ICCBBA stands for International Council for Commonality in Blood Banking Automation

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: 18

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

3 November 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: 9 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

3 November 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: Within 4 years

VI.2) Information about electronic workflows

Electronic ordering will be used

VI.3) Additional information

Tenderers may bid for all Lots. In the event of a tie, the Authority reserves the right to appoint additional compliant Tenderers.

Award criteria questions can be found in the ITT together with weightings.

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 (Sco) Regs 2015.

Tenderers must confirm that they will pay staff that are involved in the delivery of services under the framework agreement, and/or any subsequent call off contract, at least the real Living Wage. Tenderers who fail to answer “Yes” to this question will not have their tender considered further.

SPD Q2A-16.1 – Bidders for Lot 3 must hold, or provide an undertaking prior to commencement of the Framework, ICCBBA accreditation. Bidders who cannot commit prior to award will be excluded from consideration for this Lot. Prior to award, SG will seek proof that this requirement has been fully complied with.

SPD Q4.C.4 - Tenderers must state whether they intend, or do not intend, to use a supply chain to deliver the requirements detailed in the ITT.

If Tenderers intend to use a supply chain to deliver the requirements, they should provide evidence in the SPD that they have the relevant supply chain management and tracking systems in place to ensure a resilient and sustainable supply chain. This will include confirmation that the Tenderer has the systems in place to pay subcontractors through the supply chain promptly and effectively, including evidence of:

a) their standard payment terms

b) 95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

If the bidder is unable to confirm and evidence (b) they must provide an improvement plan, signed by their Director, which commits to improvements in the payment performance.

Acceptable evidence includes but is not limited to:

- Extract of the Tenderer's terms & conditions detailing standard payment terms;
- A summarised accounts payable report showing payment on time performance;
- Payment Performance Statement Signed by External Auditor;
- Credit Score/Credit Report; or
- An improvement plan, signed by a Director, which commits to improvements in payment performance. Improvement plan template and further evidence examples are held within the Supplier Journey.

Where a Tenderer does not intend to use a supply chain to deliver the requirements detailed in the ITT, they should clearly state this in response to Q4.C.4.

Responses to Q4.C.4 will be evaluated as a "Pass" or "Fail". Tenderers who do not achieve a "Pass" for this question will not be considered further.

If you are an SME or 3rd sector organisation interested in working with the public sector, the Supplier Development Programme can help. Attached is a link to the Supplier Development

Programme:

https://www.sdpscotland.co.uk/?utm_source=pcs&utm_medium=frontpage&utm_content=march16&utm_campaign=SDP03

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22066. For more information see:

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

Further additional information will follow

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=702718.

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

Sub-contracting opportunities will be limited for these Services.

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:

Please see attachment within ITT documentation in PCS-T.

(SC Ref:702718)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

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

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

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 Session