

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/031390-2021>

Contract

## **Mail Screening Services**

Scottish Parliamentary Corporate Body  
Scottish Government

F03: Contract award notice

Notice identifier: 2021/S 000-031390

Procurement identifier (OCID): ocds-h6vhtk-02b395

Published 16 December 2021, 12:45pm

## **Section I: Contracting authority**

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

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

#### **Email**

[nadia.smith@parliament.scot](mailto:nadia.smith@parliament.scot)

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

#### **Internet address(es)**

Main address

<http://www.parliament.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10284](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284)

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

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

### **Email**

[ceu@gov.scot](mailto:ceu@gov.scot)

### **Telephone**

+44 1412420133

### **Country**

United Kingdom

### **NUTS code**

UKM82 - Glasgow City

### **Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

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

The contract involves joint procurement

In the case of joint procurement involving different countries, state applicable national procurement law

The Scottish Government

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

Other type

Devolved Parliament

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

Other activity

Legislative Body

---

## **Section II: Object**

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

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

Mail Screening Services

Reference number

NIC-SER-457

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

- 64112000 - Postal services related to letters

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

Services

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

The Scottish Parliament in collaboration with the Scottish Government requires a Contractor to provide Mail Screening Services at PAS97:2021 Level 2, throughout a range of locations.

The service is required to mitigate the risk of contaminated, hazardous or offensive mail items being sent through the postal system which could cause concern, disruption or harm to recipients.

#### **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: £2,962,197

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

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

- 64112000 - Postal services related to letters

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh, Glasgow, Kinlochleven, Aberdeen, Dundee, and London.

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

The Scottish Parliamentary Corporate Body (SPCB) and the Scottish Government (SG) require the services of a contractor to provide mail screening service from the point where the contractor collects the mail items from the public mail carrier to end delivery of the screened

mail to SPCB and SG designated sites. The contractor must screen the mail to Screening Level 2 as set out in PAS97:2021, also including external visual inspection of every mail items. The contractor will be required to screen for hazardous, dangerous and offensive items and

to deliver the mail securely to the Scottish Parliament's and Scottish Government's designated locations. The services include:

- collection and transportation of all mail items from the public mail carrier;
- secure screening of mail at the Contractor's facility;
- timely and secure delivery of all screened mail items to the SPCB and SG designated sites detailed in the tender documents.

Full details of the service requirements are contained in the Specification.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Notice number: [2021/S 000-011299](#)

---

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

### **Contract No**

NIC-SER-457

A contract/lot is awarded: Yes

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

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

10 December 2021

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

Number of tenders received: 1

Number of tenders received from SMEs: 0

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

Number of tenders received from tenderers from non-EU Member States: 1

Number of tenders received by electronic means: 1

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

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

Royal Mail Group Ltd

100 Victoria Embankment,

LONDON

EC4Y 0HQ

Telephone

+44 0000000

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

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

Total value of the contract/lot: £2,962,197

---

## **Section VI. Complementary information**

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

Please note that there are minimum requirements concerning Cyber Security for this contract to which a pass/fail marking will attach.

Bidders will be required to complete an online Supplier Assurance Questionnaire using the Cyber Security Procurement Support Tool

(CSPST). A link to CSPST can be found here: <https://cyberassessment.gov.scot>.

The questionnaire will be aligned to a Cyber Risk Profile that has been established for the contract, based on the SPCB's assessment of

cyber risk.

For this contract, minimum requirements also include the holding of Cyber Essentials (or equivalent)

Further details can be found in the Tender Invitation Letter. A contract condition for this procurement requires the bidder to comply with

minimum security requirements.

Insurance levels:

Employers liability: 5m

Public liability: 10m

(SC Ref:677439)

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

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

Edinburgh Sheriff Court House

Sheriff Course House, 27 Chambers Street

Edinburgh

EH1 1LB

Email

[procurement@parliament.scot](mailto:procurement@parliament.scot)

Country

United Kingdom