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Tender

Specialist Paper and Wide Format Material

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2023/S 000-032459

Procurement identifier (OCID): ocds-h6vhtk-037208

Published 2 November 2023, 3:10pm

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Email

pauline.sutherland@edinburgh.gov.uk

Telephone

+44 1314693922

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

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>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://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

Specialist Paper and Wide Format Material

Reference number

CT1205

II.1.2) Main CPV code

- 30197630 - Printing paper

II.1.3) Type of contract

Supplies

II.1.4) Short description

Framework agreement for Specialist Paper and Wide Format Material

II.1.5) Estimated total value

Value excluding VAT: £400,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

II.2) Description

II.2.1) Title

Wide Format Materials

Lot No

2

II.2.2) Additional CPV code(s)

- 30199100 - Carbon paper, self-copy paper, paper duplicator stencils and carbonless paper
- 37823400 - Transparent or translucent paper
- 37823500 - Art and craft paper

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

City of Edinburgh

II.2.4) Description of the procurement

The City of Edinburgh Council intends to award a Framework Agreement of a maximum of five suppliers per Lot for the purpose of Specialist Paper and Wide Format Material within a Print Services Department.

It is expected that this Framework will be for a period of four years.

II.2.5) Award criteria

Quality criterion - Name: DELIVERY OF THE FRAMEWORK / Weighting: 25

Quality criterion - Name: DELIVERY TEAM / Weighting: 15

Quality criterion - Name: CONTRACT MANAGEMENT AND KPIS / Weighting: 15

Quality criterion - Name: THE ENVIRONMENT AND SUSTAINABILITY / Weighting: 15

Quality criterion - Name: QUALITY ASSURANCE / Weighting: 10

Quality criterion - Name: COMMUNITY BENEFITS / Weighting: 10

Quality criterion - Name: FAIR WORK PRACTICES / Weighting: 5

Quality criterion - Name: BUSINESS CONTINIUTY / Weighting: 5

Price - Weighting: 70

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

Specialist Paper

Lot No

1

II.2.2) Additional CPV code(s)

- 30197642 - Photocopier paper and xerographic paper
- 30197630 - Printing paper

- 30197643 - Photocopier paper
- 30199100 - Carbon paper, self-copy paper, paper duplicator stencils and carbonless paper
- 37823500 - Art and craft paper

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

City of Edinburgh

II.2.4) Description of the procurement

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Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

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: 5

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: [2022/S 000-027560](#)

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

Date

4 December 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

4 December 2023

Local time

12:00pm

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

A mandatory requirement that Organisations with more than 5 employees have in place a H&S Policy. Where a Bidder does not have an H&S Policy and is required to do so, the Council may exclude the Bidder from the competition.

A mandatory requirement that Tendering Organisations are asked to confirm that they will pay staff directly involved in the delivery of the framework agreement, and/or any subsequent call off contract, at least the real Living Wage. Where a Bidder does not pay the Living Wage the Council will exclude the Bidder from the competition.

A mandatory requirement that Tendering Organisations are asked to confirm that they will include the standard clause for Prompt Payment in all contracts at all stages of the supply chain within 30 days. Your Organisation must actively monitor payment performance and provide evidence and reports to the contracting authority on a regular basis. Where a Bidder fails to answer "Yes or N/A" the Council will exclude the Bidder from the competition.

A mandatory requirement that Tendering Organisations are asked to confirm that they will provide evidence in relation to climate change emergency and how they will respond. Organisations must submit a completed copy of "Schedule 11 Climate Change Plan".

Where a Tenderer's response is less than acceptable, the Council may exclude the Tenderer from the competition.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the Exclusion and Selection Criteria for this procurement.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25097. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

Through this Contract, the Council is prioritising the delivery of Community Engagement, Education and Outreach and Employability Skills as well as Sponsorship and Funding.

(SC Ref:748671)

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Sheriff House, 27 Chambers Street

EDINBURGH

EH1 1LB

Country

United Kingdom