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Tender

Framework Agreement for the provision of General Office Supplies

Scottish Government

F02: Contract notice

Notice identifier: 2022/S 000-035231

Procurement identifier (OCID): ocids-h6vhtk-038d06

Published 13 December 2022, 2:00pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

Victoria Quay

Edinburgh

EH6 6QQ

Contact

Darren Russell

Email

darren.russell@gov.scot

Country

United Kingdom

NUTS code

UKM - Scotland

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

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

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

Framework Agreement for the provision of General Office Supplies

Reference number

SP-22-021

II.1.2) Main CPV code

- 30192000 - Office supplies

II.1.3) Type of contract

Supplies

II.1.4) Short description

This Framework Agreement is for the provision of General Office Supplies, including Stationery, Office Paper, Electronic Office Supplies (EOS), Catering Goods and Consumables, Janitorial and Hygiene products to the Scottish public sector.

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: £60,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 30192000 - Office supplies
- 30125100 - Toner cartridges
- 39222000 - Catering supplies
- 39830000 - Cleaning products
- 33771100 - Sanitary towels or tampons
- 30192113 - Ink cartridges

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

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

The Framework will cover the provision of General Office Supplies including stationery, office paper, EOS, janitorial supplies, sanitary products and catering supplies. The purpose of this agreement is to provide the Scottish public sector with a supply base with broad service coverage and the capacity, knowledge and experience to deliver a high-quality service.

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

Yes

Description of renewals

The Framework will be placed for a 4 year period and may be subject to renewal at the end of the 4 year period.

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

Tenderers must demonstrate a current liquidity ratio. Ratio will be calculated as follows: -

total current assets divided by total current liabilities.

It is a requirement of the Framework Agreement that Tenderers hold or commit to obtain, prior to the commencement of any subsequently awarded Framework Agreement, the types of insurance detailed below:

Employers Liability Insurance.

Public Liability Insurance.

Professional Indemnity Insurance.

Minimum level(s) of standards possibly required

Tenderers must demonstrate a current liquidity ratio of 0.9 or above (see question 4B.4 of the SPD). The ratio will be calculated as follows: net current assets divided by net current liabilities. There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing. In the event that the bidder does not meet the financial criteria for consideration

but has a parent company that does, the tenderer may still be eligible for consideration where their Tender Submission is supported by a Parent Company Guarantee.

Levels of insurance detailed below:

Employers Liability Insurance: in accordance with any legal obligation for the time being in force.

Public Liability Insurance: Not less than 1 million GBP for any one incident and unlimited in total.

Professional Indemnity Insurance: Not less than 1 million GBP per incident and unlimited in total.

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 a single operator

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

31 January 2023

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

31 January 2023

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: The framework may be relet at the end of the 4-year period.

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

All Tenderers are required to complete the Single Procurement Document (SPD), which incorporates the Selection Criteria questions for this Tender competition and is in the Qualification Envelope within the PCS-T system

Some questions will be subject to exclusion, in accordance with Regulation 58 (1) of the Public Contracts (Scotland) Regulations 2015.

Tenderers are asked to self-declare that they:

do not fall within a ground for exclusion;

meet the relevant selection criteria.

If it emerges that a Tenderer is in one of the situations which is a mandatory ground for exclusion or does not meet one of the minimum selection criteria, then that Tenderer will be excluded from the competition.

If it emerges that a business is in one of the situations which is a discretionary ground for exclusion, then the decision about whether to exclude that Tenderer will be at the Authority's discretion.

Question 4.C.4 of the SPD requests that Tenderers 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 Question 4.C.4.

Responses to Question 4.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.

Some questions ask for documents to be included in response, please ensure that you upload all relevant documents.

Tenderers must confirm that they will pay all 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.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22914.
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:

The Contractor will be required, where practical, to:

- Consider relevant opportunities for community benefits;
- Consider opportunities for the involvement of SMEs and/or third sector organisations in supporting the delivery of this Framework;
- Provide assurance regarding fair work first matters.

(SC Ref:714652)

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 Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session.