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Tender

Fulfilment & Mailing of the University of St Andrews Chronicle Magazine

University of St Andrews

F02: Contract notice

Notice identifier: 2023/S 000-036729

Procurement identifier (OCID): ocids-h6vhtk-042574

Published 14 December 2023, 9:29am

Section I: Contracting authority

I.1) Name and addresses

University of St Andrews

Walter Bower House, Eden Campus

Guardbridge

KY16 0US

Contact

Adrian Wood

Email

procurement@st-andrews.ac.uk

Telephone

+44 1334462523

Country

United Kingdom

NUTS code

UKM72 - Clackmannanshire and Fife

Internet address(es)

Main address

<http://www.st-andrews.ac.uk/staf/procurement/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00111

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://in-tendhost.co.uk/universityofstandrews>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofstandrews>

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://in-tendhost.co.uk/universityofstandrews>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Fulfilment & Mailing of the University of St Andrews Chronicle Magazine

II.1.2) Main CPV code

- 79571000 - Mailing services

II.1.3) Type of contract

Services

II.1.4) Short description

The fulfilment and mailing of the Chronicle magazine, Gift Form (in every pack as an insert) and Donor Roll inserted in selected segments.

The University seeks to encourage graduates to maintain contact with each other and routinely helps alumni stay in touch with the University through the publication of the annual magazine the Chronicle. It is mailed annually to General Council members (which includes all graduates and some staff) and to non-graduating alumni, donors, Family Programme members and other friends of the University in the UK and overseas.

First mailing of the contract to take place on Monday 3rd June 2024.

See procurement documents for indications of quantities.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79571000 - Mailing services

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

II.2.4) Description of the procurement

The University seeks to encourage graduates to maintain contact with each other and routinely helps alumni stay in touch with the University through the publication of the annual magazine the Chronicle. It is mailed annually to General Council members (which includes all graduates and some staff) and to non-graduating alumni, donors, Family Programme members and other friends of the University in the UK and overseas.

Gift Forms are mailed as inserts in all magazines to provide opportunities for alumni and friends to support the University.

DL reply paid envelope as inserts in all magazines.

The Donor Roll magazine is also included as an insert in selected segments of the mailing of the Chronicle magazine – this is a publication listing the names of all the benefactors to the University in the previous financial year.

The University is seeking a supplier to fulfil the following requirements:

Carrier Sheets

Supplier (Mailing house) to supply and laser print carrier sheets (the details and the relevant logo will be supplied by the University). Black & white double sided, on recycled paper.

Wrapping

Must be Compostable starch / potato-based wrapping – no plastic.

Enclose

Chronicle, Gift Forms and DL envelope, Donor Roll (where applicable), Carrier Sheet and maintain mailsort order.

Postage

Postage costs should take into account the added per pack weight of the carrier sheet and the wrapping that would be used.

The Chronicle magazine, Gift Form and Donor Roll weights and quantities are provided in the tender documents.

The mailing is required to take place annually, generally on the first Monday of June. The first mailing requirement for this contract will take place on 3rd June 2024

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

2 x 12 months possible subject to satisfactory performance and mutual agreement.

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.2.14) Additional information

All tenders for the University of St Andrews are administered through our eTendering System (InTend). To Express an Interest please go to our tender website at <https://intendhost.co.uk/universityofstandrews>

Please note that 'Notes of Interest' placed via PCS (Public Contracts Scotland) are not automatically accepted

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Please see Tender Documents.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

25 January 2024

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

25 January 2024

Local time

12:00pm

Place

Procurement - University of St Andrews

Information about authorised persons and opening procedure

Appointed Procurement Staff.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: It is likely the University will continue to have similar requirements. If so, any relevant procurement will be advertised approx. 6 months prior to any new contract requirement.

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 tenders for the University of St Andrews are administered through our eTendering System (InTend). To Express an Interest please go to our tender website at <https://intendhost.co.uk/universityofstandrews>

Please note that 'Notes of Interest' placed via PCS (Public Contracts Scotland) are not automatically accepted.

Tenderers are asked to provide names of certain staff that would be involved in contract delivery. See the Tender documents for further information.

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=752772.

(SC Ref:752772)

VI.4) Procedures for review

VI.4.1) Review body

Dundee Sheriff Court

6 West Bell Street

Dundee

DD1 9AD

Telephone

+44 1382229961

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The University of St Andrews will incorporate a minimum of 10 calendar day standstill period at the point of information on the award of the contract being communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants have 2 working days

from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Such additional information should be requested from The University of St Andrews.

If an appeal regarding the award of contract has not been successfully resolved The Public Contracts (Scotland) Regulations 2012 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rule to take action in the Sheriff Court or Court of Session.

The anticipated review body in such cases would be:

Dundee Sheriff Court

6 West Bell Street

Dundee

DD1 9AD

Telephone: +44 1382 229 961

Anyone bringing court proceedings against the University of St Andrews must inform the University of St Andrews in advance of the alleged breach and its intention to bring proceedings. Any such action must be brought within 15 days of the date on which a decision is sent to them or published to challenge that decision.

Proceedings seeking an ineffectiveness order must be brought within 30 days of the publication of the contract award notice in the OJEU, or 30 days from the date of a decision letter to all tenderers concerned, and any candidates concerned, containing a summary of the reason for the recipient being unsuccessful, otherwise 6 months from the date of entering into the contract or concluding the framework agreement.

Where a contract has not been entered into the Court may, by interim order, suspend the procurement procedure. The court may also set aside a decision or actions taken by the University or order it to amend and document; and/or award damages. However, by express requirement the court may decide not to grant an interim order when the negative consequences of such an order are likely to outweigh the benefits, having regard to a number of considerations.

If the contract has been entered into the Court may, depending on the nature of the breach: make an ineffectiveness order; impose a financial penalty; shorten the duration of the contract; make any other order considered appropriate to address the consequences of ineffectiveness or shortening the duration of the contract; award damages.

