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Planning

Retail Packaging - Request for Information

Historic Environment Scotland

F01: Prior information notice

Reducing time limits for receipt of tenders

Notice identifier: 2023/S 000-037480

Procurement identifier (OCID): ocds-h6vhtk-0428b1

Published 20 December 2023, 2:03pm

Section I: Contracting authority

I.1) Name and addresses

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

Contact

April Hynd

Email

april.hynd@hes.scot

Telephone

+44 1316688866

Fax

+44 1316688877

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://historiconvironment.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Built Environment, Tourism and Conservation

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Retail Packaging - Request for Information

Reference number

HES/C/4215

II.1.2) Main CPV code

- 18937100 - Goods-packing bags

II.1.3) Type of contract

Supplies

II.1.4) Short description

Historic Environment Scotland (HES) is undertaking market research in relation to the supply of sustainable packaging for our retail stores. We will be going out to tender in February 2024, and are looking to engage with suppliers that have:

1. Knowledge of sustainable packaging products available on the market.
2. Experience in implementing sustainable packaging solutions/practices to reduce reliance on raw resources.
3. Engaged with their supply chain to minimise reliance on primary resources.
4. Come up against barriers sustainable sourcing of sustainable packaging products and/or implementing sustainable solutions such as material take back systems.

We want suppliers to not only tell us about sustainable primary packaging options which we are looking to procure for our goods sold in store, but also the secondary and territory packaging used in its transportation.

HES wishes to lower its environmental impact, comply with Scottish Government Guidance and meet our own organisational targets through the purchase of more sustainable packaging products and solutions. We will use the information gathered from this notice to assess market capability and draft our specification.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

HES may award more than one Lot to a supplier, depending on what the market can deliver.

II.2) Description

II.2.1) Title

Long life carrier bags

Lot No

1

II.2.2) Additional CPV code(s)

- 18937100 - Goods-packing bags

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Retail Warehouse, Seafield Industrial Estate, Edinburgh

II.2.4) Description of the procurement

Historic Environment Scotland stores are well known among our visitors for the wide range

of quality goods they sell. We have shops located throughout Scotland from Orkney to Edinburgh, with customers also able shop online. Therefore, our retail department requires a wide range of packaging to ensure the safe transportation of good sold in our retail stores. HES are seeking to appoint a supplier or suppliers via a single procurement exercise that will be able to deliver sustainable, HES branded packaging to all our stores across Scotland, including consumables. More information about the products is in the RFI.

II.2.10) Information about variants

Variants will be accepted: Yes

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

Paper Bags

Lot No

2

II.2.2) Additional CPV code(s)

- 18937100 - Goods-packing bags

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Retail Warehouse, Seafield Industrial Estate, Edinburgh

II.2.4) Description of the procurement

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of quality goods they sell. We have shops located throughout Scotland from Orkney to Edinburgh, with customers also able shop online. Therefore, our retail department requires a wide range of packaging to ensure the safe transportation of good sold in our retail stores. HES are seeking to appoint a supplier or suppliers via a single procurement exercise that will be able to deliver sustainable, HES branded packaging to all our stores across Scotland, including consumables. More information about the products is in the RFI.

II.2.10) Information about variants

Variants will be accepted: Yes

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

Recyclable Bags

Lot No

3

II.2.2) Additional CPV code(s)

- 18937100 - Goods-packing bags

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Retail Warehouse, Seafield Industrial Estate, Edinburgh

II.2.4) Description of the procurement

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II.2.10) Information about variants

Variants will be accepted: Yes

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

Carriers or packaging for fragile products

Lot No

4

II.2.2) Additional CPV code(s)

- 18937100 - Goods-packing bags

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Retail Warehouse, Seafield Industrial Estate, Edinburgh

II.2.4) Description of the procurement

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of quality goods they sell. We have shops located throughout Scotland from Orkney to Edinburgh, with customers also able shop online. Therefore, our retail department requires a wide range of packaging to ensure the safe transportation of good sold in our retail stores. HES are seeking to appoint a supplier or suppliers via a single procurement exercise that will be able to deliver sustainable, HES branded packaging to all our stores across Scotland, including consumables. More information about the products is in the RFI

II.2.10) Information about variants

Variants will be accepted: Yes

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

Consumables such as tissue paper, wrapping/packaging material

Lot No

5

II.2.2) Additional CPV code(s)

- 33772000 - Disposable paper products

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Retail Warehouse, Seafield Industrial Estate, Edinburgh

II.2.4) Description of the procurement

Historic Environment Scotland stores are well known among our visitors for the wide range

of quality goods they sell. We have shops located throughout Scotland from Orkney to Edinburgh, with customers also able shop online. Therefore, our retail department requires a wide range of packaging to ensure the safe transportation of good sold in our retail stores. HES are seeking to appoint a supplier or suppliers via a single procurement exercise that will be able to deliver sustainable, HES branded packaging to all our stores across Scotland, including consumables. More information about the products is in the RFI.

II.2.10) Information about variants

Variants will be accepted: Yes

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.3) Estimated date of publication of contract notice

20 February 2024

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

HES use Scotbis, an independent provider of business credit reports, to assess the financial standing of tenderers. The overall aim of this assessment is to ensure, as far as possible, that any potential Supplier will not have financial difficulties that endanger their ability to perform the Contract. If financial information cannot be gained from that source Historic Environment Scotland will request that you provide full audited accounts for the last full financial year. If Suppliers cannot provide any of the assurances as detailed above, and it is determined by HES that your financial strength is not adequate, then your company may not pass the financial evaluation. If you can provide the assurances as detailed above, HES may explore these options with you before determining whether your company can be taken forward in this procurement exercise. Bank details may also be sought to support the above

Minimum level(s) of standards possibly required

Employers (compulsory) Liability Insurance - GDP 5 million

Public Liability Insurance - GDP 10 million

Product Liability Insurance - GDP 10 million

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

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.2.5) Scheduled date for start of award procedures

18 March 2024

Section VI. Complementary information

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

Please note this is a market engagement exercise and as such no feedback will be provided to suppliers.

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=753759.

(SC Ref:753759)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of Peace Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom