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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): ocids-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](mailto: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://historicensvironment.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00164](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](http://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](http://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

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## **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**

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**

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**

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**

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**

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**

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

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## **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

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## **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

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## **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](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