

United Kingdom-Glasgow: Publishing services

OJ S 35/2014 19/02/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: The Scottish Ministers acting through Scottish Procurement

Postal address: Europa Building, 450 Argyle Street

Town: Glasgow

Postal code: G2 8LG

Country: United Kingdom

Contact person: Scottish Procurement and Commercial Directorate

For the attention of: Sandra McLaughlin

E-mail: sandra.mclaughlin@scotland.gsi.gov.uk

Telephone: +44 1412425462

Internet address(es):General address of the contracting authority: <http://www.scotland.gov.uk/Topics/Government/Procurement>Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10622Electronic access to information: <http://www.publictendersscotland.publiccontractsscotland.gov.uk/>Electronic submission of tenders and requests to participate: <http://www.publictendersscotland.publiccontractsscotland.gov.uk/>**Additional information can be obtained from:**

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address**I.2. Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

I.3. Main activity

General public services

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: National Records of Scotland

Official name: Historic Scotland

Official name: Disclosure Scotland

Official name: Registers of Scotland

Official name: Scottish Qualification Authority

Official name: Scottish Courts Service

Official name: Scottish Prison Service

Official name: Transport Scotland

Official name: The Scottish Government Core Directorates
Official name: Highlands and Islands Enterprise
Official name: Crown Office & Procurator Fiscal Service
Official name: Scottish Police Authority
Official name: National Museums of Scotland
Official name: Scottish Children's Reporter Administration
Official name: Scottish Enterprise
Official name: Scottish Environment Protection Agency
Official name: Scottish Legal Aid Board
Official name: Scottish Natural Heritage
Official name: Skills Development Scotland
Official name: Visit Scotland
Official name: Aberdeen City Council
Official name: Aberdeenshire Council
Official name: Angus Council
Official name: Argyll and Bute Council
Official name: City of Edinburgh Council
Official name: Clackmannanshire Council
Official name: Comhairle nan Eilean Siar
Official name: Dumfries and Galloway Council
Official name: Dundee City Council
Official name: East Ayrshire Council
Official name: East Dunbartonshire Council
Official name: East Lothian Council
Official name: East Renfrewshire Council
Official name: Falkirk Council
Official name: Fife Council
Official name: Glasgow City Council
Official name: Highland Council
Official name: Inverclyde Council
Official name: Midlothian Council
Official name: Moray Council, The
Official name: North Ayrshire Council
Official name: North Lanarkshire Council
Official name: Orkney Islands Council
Official name: Perth and Kinross Council
Official name: Renfrewshire Council
Official name: Scottish Borders Council
Official name: Shetland Islands Council
Official name: South Ayrshire Council
Official name: South Lanarkshire Council
Official name: Stirling Council
Official name: West Dunbartonshire Council
Official name: West Lothian Council
Official name: Central Scotland Fire and Rescue Service
Official name: Dumfries and Galloway Fire and Rescue Service
Official name: Fife Fire and Rescue Service
Official name: Grampian Fire and Rescue Service
Official name: Highlands and Islands Fire and Rescue Service
Official name: Lothian and Borders Fire and Rescue Service

Official name: Strathclyde Fire and Rescue Service
Official name: Tayside Fire and Rescue Service
Official name: Golden Jubilee Hospital (National Waiting Times Centre Board)
Official name: NHS 24
Official name: NHS Ayrshire and Arran
Official name: NHS Borders
Official name: NHS Dumfries and Galloway
Official name: NHS Education for Scotland
Official name: NHS Fife
Official name: NHS Forth Valley
Official name: NHS Grampian
Official name: NHS Greater Glasgow and Clyde
Official name: NHS Health Scotland
Official name: NHS Highland
Official name: NHS Lanarkshire
Official name: NHS Lothian
Official name: NHS Orkney
Official name: Healthcare Improvement Scotland
Official name: NHS Shetland
Official name: NHS Tayside
Official name: NHS Western Isles
Official name: Scottish Ambulance Service
Official name: The Common Services Agency for the Scottish Health Service
Official name: The State Hospital for Scotland
Official name: Borders College
Official name: Coatbridge College
Official name: Dumfries and Galloway College
Official name: Forth Valley College
Official name: Inverness College
Official name: Lews Castle College
Official name: Moray College
Official name: Newbattle Abbey College
Official name: North Highland College
Official name: Orkney College
Official name: Perth College
Official name: Sabhal Mor Ostaig
Official name: Shetland College
Official name: South Lanarkshire College
Official name: West Lothian College
Official name: Edinburgh Napier University
Official name: Glasgow Caledonian University
Official name: Glasgow School of Art
Official name: Heriot-Watt University
Official name: Queen Margaret University
Official name: Robert Gordon University
Official name: Royal Conservatoire of Scotland
Official name: SRUC
Official name: UHI Millennium Institute
Official name: University of Aberdeen
Official name: University of Abertay Dundee

Official name: University of Dundee
Official name: University of Edinburgh
Official name: University of Glasgow
Official name: University of St Andrews
Official name: University of Stirling
Official name: University of Strathclyde
Official name: University of the West of Scotland
Official name: Cairngorms National Park Authority
Official name: Office of Scottish Charity Regulator
Official name: Forestry Commission Scotland
Official name: Audit Scotland

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

Publishing, Print, Design and Associated Services

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 27: Other services

Main site or place of performance: locations throughout Scotland mainly across Central Belt but including some geographically dispersed areas.

NUTS code UK United Kingdom

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in months: 48

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 50 000 000 and 70 000 000 GBP

II.1.5. Short description of the contract or purchase(s)

The Service Provider will be required to provide Publishing, Print, Design and Associated Services including Display Materials, Promotional Items, DVD Replication and Duplication to 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 Scotland Office, the Scottish Parliamentary Corporate Body, councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994, the Scottish Fire and Rescue Service, the Scottish Police Authority, Scottish health boards or special health boards, bodies registered as social landlords under the Housing (Scotland) Act 2001, Student Loans Company Limited, the Forestry Commission, the Commissioner of Northern Lighthouse operating as the Northern Lighthouse Board, 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 and offices in the Scottish Administration which are not ministerial offices is available at: <http://www.scotland.gov.uk/Topics/Government/public-bodies/about/public-bodies-guide/government-scotland>.

Scottish Non-Departmental Public Bodies are listed at: <http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>.

Information about the Review of Public Procurement in Scotland and links to the other Centres of Expertise are available at: <http://www.scotland.gov.uk/Topics/Government/Procurement>.

Note: The authority is using PCS-Tender to carry out this procurement process. Please note this is a separate website and if you are not already registered, registration will be required.

To access PCS-Tender, record your interest in this notice and access the tender documentation please visit <https://www.publictendersscotland.publiccontractsscotland.gov.uk> and search for project Code project_1352 within the appropriate area.

If you have already registered on Public Contracts Scotland and PCS-Tender and paired your accounts you can access PCS-Tender through your Public Contracts Scotland Control Panel.

II.1.6. CPV code(s)

79970000 Publishing services, 22314000 Designs, 30199700 Printed stationery except forms, 79800000 Printing and related services, 39154100 Exhibition stands, 30234400 Digital versatile disks (DVDs), 30237380 CD-ROM, 32300000 Television and radio receivers, and sound or video recording or reproducing apparatus, 79971000 Bookbinding and finishing services, 79530000 Translation services, 30234000 Storage media, 79824000 Printing and distribution services, 34928470 Signage, 30192700 Stationery, 31682230 Graphic display panels, 79822500 Graphic design services, 39294100 Information and promotion products, 79933000 Design support services, 71354100 Digital mapping services, 79810000 Printing services, 39133000 Display units, 39171000 Display cases

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

A Fully-Managed and accessible Publishing, Print, Design and Associated Service to be delivered on a 24/7 basis. The Service Provider shall be required to provide one or more from the following scope of services:

— a full & accessible publishing service for all published content, to include (but not limited to) archiving, maintain ISBN/ISSN database, electronic publishing service, legal deposit, provide

- an electronic catalogue of publications etc.;
- design services;
- technological development for all published content guidance and advice including templates for standard publications;
- artwork, formatting and setting;
- proofing and pre-press services;
- photography;
- illustrations;
- copy-writing and editorial services;
- graphs and charts services;
- alternative formats services (including Braille, audio and easy-read);
- accurate and consistent requirement for the policing of brand management and application;
- translation and associated typesetting services (including British Sign Language);
- digital asset management;
- print management and production, including direct mail collateral;
- Web to print service;
- Secure print service;
- document disposal/destruction service;
- binding and finishing;
- fulfilment and distribution services;
- stationery – items including compliment slips, business cards, customised correspondence;
- forms – design (including Smartforms), production, storage and distribution;
- web conversion and publishing;
- storage and storage management;
- alternative format including DVDs/CDs;
- Subscriptions and standing orders –for all published content;
- reprographic services;
- promotional items;
- display materials;
- secure NHS Scotland prescription form management;
- any ad hoc requirements within the scope of the Framework.

Estimated value excluding VAT:

Range: between 50 000 000 and 70 000 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The framework shall be for an initial period of 24 months with 2 optional 12 month extensions.

II.2.3. Information about renewals

This contract is subject to renewal: no

II.3. Duration of the contract or time limit for completion

Duration in months: 48 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1.

Deposits and guarantees required

All candidates are required to submit Parent Company Guarantees as per the tender documentation.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: (1) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

III.2.2. Economic and financial ability

List and brief description of conditions: All candidates will be required to provide necessary information regarding economic and financial capacity as per the tender documentation.

III.2.3. Technical and professional ability

List and brief description of conditions:

Candidates are required to provide Technical capacity information as per tender documentation.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

III.3.2. 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: yes

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

SP-13-014

IV.3.2. Previous publication concerning this procedure

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

IV.3.4. Time limit for receipt of tenders or requests to participate

8.4.2014 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 8.4.2014 - 12:00

Place:

Europa Building, 450 Argyle Street, Glasgow G2 8LG.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: In 4 years.

VI.2. Information about European Union funds

VI.3. Additional information

(SC Ref:277684)

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. 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 the Public Contracts (Scotland) Regulations 2012 may bring proceedings in the Sheriff Court or Court of Session.

VI.4.3. Service from which information about the review procedure may be obtained

VI.5.

Date of dispatch of this notice

17.2.2014