

United Kingdom-Edinburgh: Printing and related services

OJ S 73/2014 12/04/2014

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: Area 3-F North, Victoria Quay

Town: Edinburgh

Postal code: EH6 6QQ

Country: United Kingdom

Contact person: Scottish Procurement and Commercial Directorate

For the attention of: Lynda Collin

E-mail: lynda.collin@scotland.gsi.gov.uk

Telephone: +44 1312440434

Internet address(es):General address of the contracting authority: <http://www.scotland.gov.uk>Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482Electronic access to information: www.publictendersscotland.publiccontractsscotland.gov.ukElectronic submission of tenders and requests to participate: 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: Caledonian Maritime Assets Limited

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: 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

Print 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 several operators

Maximum number Envisaged maximum number of participants to the framework agreement
: 17

Duration of the framework agreement

Duration in years: 4

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

Estimated value excluding VAT:

Range: between 10 000 000 and 30 000 000 GBP

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

This is a Framework Agreement for the provision of Print and Associated Services, broken down into 4 Lots, Lot 1 will cover the provision of Litho/Digital Print Services, Lot 2 will cover the provision of Web Print Services and Lots 3 and 4 will cover the provision of NHS Special Print Services for Specimen Bags and Special Labels.

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 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, 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_1956 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)

79800000 Printing and related services, 22000000 Printed matter and related products, 22200000 Newspapers, journals, periodicals and magazines, 22458000 Bespoke printed matter, 30192800 Self-adhesive labels, 30199761 Bar-coded labels

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: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Estimated value excluding VAT:

Range: between 10 000 000 and 30 000 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The Framework shall run for an initial 2 year period with an option for 2 further 12 month extension periods.

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Information about lots

Lot No: 3

Lot title: Specimen Bags

1) Short description

Lot 3 - Specimen Bags.

2) CPV code(s)

22000000 Printed matter and related products, 22458000 Bespoke printed matter, 79800000 Printing and related services

3) Quantity or scope

The scope for Lot 3 covers special print requirements for Specimen Bags. Such activities shall include, but not limited to:

Request Forms with 2 Specimen Bags

Request Form with Specimen Bag and Absorbent Material Clinical Chemistry

Request Forms with Specimen Bag

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 4

Lot title: Special Labels

1) Short description

Lot 4 - Special Labels

2) CPV code(s)

22000000 Printed matter and related products, 22458000 Bespoke printed matter, 30192800 Self-adhesive labels, 30199761 Bar-coded labels, 79800000 Printing and related services

3) Quantity or scope

The scope for Lot 4 covers special print requirements for Special Labels. Such activities shall include, but not be limited to:

Plain label with vertical face slits;

Pre-printed label with horizontal and vertical face slits;

Pre-printed label - numbering across the web;

Plain label;

Stickers;

Window Stickers;

Other service requirements shall include, but not limited to:

Provide printed bar codes in accordance with the standards of ICCBBA:

Provide labels which are resistant to water once they have been printed and are able to withstand temperatures of -40 degrees celsius;

Must work to the standards for medical labels as outlined by the ICCBBA & MHRA

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Web Print

1) Short description

Lot 2 - Web Print Services

2) CPV code(s)

79810000 Printing services

3) Quantity or scope

The scope for Lot 2 covers the requirement for Web Print Services. Web Printing is used for high-volume publications such as mass-market books, magazines, newspapers, catalogues and brochures.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 1

Lot title: Litho/Digital

1) Short description

Lot 1 - Litho/Digital Print Services.

2) CPV code(s)

79800000 Printing and related services, 22000000 Printed matter and related products, 22458000 Bespoke printed matter

3) Quantity or scope

The scope for Lot 1 covers the requirement for Litho and Digital Print Services for all general, office and marketing print. Typical jobs include, but are not limited to:

Publications;

Forms;

Pads;

Reports;

Brochures;

Leaflets;
Flyers;
Posters;
Postcards;
Newsletters;
Certificates;
Annual Reports;
Business Stationery

4) Indication about different time frame or duration

5) Additional information about lots

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Parent Company Guarantees and/or Bank Guarantees may be required.
Insurance as per Pre Qualification Questionnaire.

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

Details to be provided in the Invitation to Tender.

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

Details to be provided in the Pre Qualification Questionnaire.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes
Description of particular conditions: Details to be provided in the Invitation to Tender.

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.
Details are provided in the Pre Qualification Questionnaire. It is worth noting that all candidates bidding for Lot 4 (Special Labels) must confirm they are willing to commit to obtain a licence with ICCBBA.

III.2.2. Economic and financial ability

List and brief description of conditions: Details are provided in the Pre Qualification Questionnaire.

III.2.3. Technical and professional ability

List and brief description of conditions:
Details are provided in the Pre Qualification Questionnaire.

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

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

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

Envisaged minimum number 34

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-13-015

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

16.5.2014 - 15:00

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

16.7.2014

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

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

(SC Ref:300916).

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

9.4.2014