

**United Kingdom-Glasgow: Art supplies**  
**OJ S 69/2018 10/04/2018**  
**Contract notice**  
**Supplies**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Glasgow Kelvin College

Postal address: 123 Flemington St

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G21 4TD

Country: United Kingdom

E-mail: [ALees@glasgowkelvin.ac.uk](mailto:ALees@glasgowkelvin.ac.uk)

Telephone: +44 1416305000

**Internet address(es):**

Main address: <https://glasgowkelvin.ac.uk>

Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA22362](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA22362)

**I.1. Name and addresses**

Official name: Glasgow Clyde College

Postal address: Cardonald Campus, 690 Mossspark Drive

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G52 3AY

Country: United Kingdom

E-mail: [ALees@glasgowkelvin.ac.uk](mailto:ALees@glasgowkelvin.ac.uk)

Telephone: +44 1412723312

**Internet address(es):**

Main address: <http://www.glasgowclyde.ac.uk>

Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00457](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00457)

**I.1. Name and addresses**

Official name: City of Glasgow College

Postal address: 190 Cathedral Street

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G4 0RF

Country: United Kingdom

E-mail: [ALees@glasgowkelvin.ac.uk](mailto:ALees@glasgowkelvin.ac.uk)

Telephone: +44 1413755167

**Internet address(es):**

Main address: <http://www.cityofglasgowcollege.ac.uk/>

Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00453](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00453)

**I.2. Information about joint procurement**

The contract involves joint procurement

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.publictendersscotland.gov.uk>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.publictendersscotland.gov.uk>

**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**

The Provision of Art Kits and Materials for Glasgow, City, Kelvin and Clyde Colleges  
Reference number: CS-GRPT ART 2018-2021

**II.1.2. Main CPV code**

37820000 Art supplies

**II.1.3. Type of contract**

Supplies

**II.1.4. Short description**

Glasgow Kelvin College, Glasgow Clyde College and City of Glasgow College are seeking to appoint a single supplier to supply and deliver Art Supplies in time for the start of their respective art courses. The Contract shall commence in the Academic Year 2018/19 and be for a period of 3 years and an optional 12 month period. In addition, a discount for any additional art products (products not forming part of any of the art kits) available from the bidder. There is no guarantee of demand for any additional products to be bought through this contract by any of the relevant colleges.

**II.1.5. Estimated total value**

Value excluding VAT: 150 000,00 GBP

**II.1.6. Information about lots**

This contract is divided into lots: no

**II.2. Description**

**II.2.2. Additional CPV code(s)**

37820000 Art supplies

**II.2.3. Place of performance**

NUTS code: UKM82 Glasgow City

Main site or place of performance: Glasgow.

## **II.2.4. Description of the procurement**

### **2.1 General Scope**

Glasgow Clyde College, City of Glasgow College, and Glasgow Kelvin College (“Colleges”) require one Contractor to supply and deliver assorted art kits for each of the institutions’ creative courses. The purpose of this procurement exercise is to aggregate this estimated spend and deliver efficiency benefits to participating institutions. In addition the Colleges’ require a discount for miscellaneous art material requirements which may be sought during the term of the contract. The Colleges expects to award one Contractor for the full requirement establishing three individual contracts, one with each of the relevant College, however quoted cost per item will apply to all relevant Colleges.

### **2.2. Service Requirements**

#### **2.2.1 Art Kits**

Each College has their own individual requirements as per the course content, majority of items are similar but the make-up of each kit will differ. A summary of the requirement has been provided in Appendix E of the ITT documentation. Please note the quantities provided for each item are approximate only and may fluctuate. The art kits will be for the following courses: Glasgow Kelvin College.

NC Art.

Glasgow Clyde College:

Fashion Fast Track.

NC Fashion, Sewing.

NC Fashion, Design.

NC Fashion, Art.

HND FT Art.

NQ Fashion, Textile and Jewellery Art.

NQ Fashion Textile and Jewellery, Sewing.

NQ Graphics Art.

Portfolio Preparation.

City of Glasgow College.

NC Interior Design.

NC Product Design.

2.2.2 The Contractor shall ensure that the kits supplied contain items that match the samples supplied during the tender evaluation and agreed prior to Contract award.

2.2.3 During the contract period should the Contractor change supplier of an item this shall be brought to the attention of the relevant College contact immediately. The items are not to be replaced unless approval has been received from the College.

2.2.4 The Contractor shall ensure that each Course Kit is individually boxed and contains a separate delivery note containing as a minimum the following information:

Course Title.

Content of each Kit / checklist.

Quantity of Kits.

Order Number.

Contact for returns.

2.2.5 Requirement estimated quantities, estimated delivery dates and delivery locations are detailed at Appendix E. The Colleges are not committed to order the estimated quantities provided.

2.2.6 The winning Contractor shall provide a minimum of 98 % of all items required across the three Colleges.

## 2.3 Non-Core Art Materials

2.3.1 During the period of the Contract the Colleges may have requirements for non-core art materials, i.e. items that are not part of the Art Kits. The Contractor shall make these items available to the Colleges by way of a Contractors electronic catalogue that will integrate with the Colleges P2P/ordering systems.

2.3.2 The Contractor shall ensure that the catalogue items are delivered within 48 hours of receipt of order and apply a discount structure for non-core products.

### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service Delivery / Weighting: 10

Quality criterion - Name: Product Suitability and Samples / Weighting: 20

Quality criterion - Name: Quality Assurance / Weighting: 5

Quality criterion - Name: Monitoring and Handling of Complaints / Weighting: 3

Quality criterion - Name: Business Continuity / Weighting: 5

Quality criterion - Name: On-line ordering / Weighting: 10

Quality criterion - Name: Sustainability / Weighting: 3

Quality criterion - Name: Equality and Diversity / Weighting: 2

Quality criterion - Name: Modern Slavery / Weighting: 2

Price - Weighting: 40

### **II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

The Colleges reserve the right to independently extend the relevant Contract for up to a further 12 month period subject to satisfactory performance and College requirements.

### **II.2.10. Information about variants**

Variants will be accepted: yes

### **II.2.11. Information about options**

Options: no

### **II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **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**

A catalogue of materials (not in the art kits) is to be provided. The tenderer shall discount the catalogue prices.

Samples are to be provided free of charge by tenderers as part of the tender submission.

Details of address is contained within the ITT documentation.

## **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:

Selection criteria as stated in the procurement documents in addition to:

— ESPD (Scotland) Section IV Part B.

4B.2.1. Bidders will be required to have a minimum yearly "specific" turnover of 200,000 GBP for the last 2 years in the business area covered by the contract.

4B.3 Where turnover information is not available for the time period requested, the bidder will be required to state the date which they are set up or started trading.

Statement for 4B.5.1-3.

Insurances:

It is a requirement of this contract that bidders hold or can commit to obtain prior to the commencement of any subsequently awarded contract, the types of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 5 000 000 GBP

Public Liability Insurance = 2 000 000 GBP

Product Liability Insurance = 1 000 000 GBP

Q4B.6 Bidders will be required to provide 3 years audited accounts or equivalent when requested, prior to the finalisation of the envisaged award of contract.

Alternatively, if the Contractor is unable to provide the required accounting information e.g. a new business without the required accounts, then they will be required to provide a bankers letter demonstrating their willingness to support the Contractor's organisation over the term of the Contract.

Bidders are required to confirm that they will be able to provide the required information prior to award of Contract.

### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

## **III.2. Conditions related to the contract**

### **III.2.2. Contract performance conditions**

The relevant contracts will be subject to a performance management system with KPI's as detailed in the ITT document.

The relevant contracts will also include regular contract management meetings between the relevant College and Contractor.

### **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.1.1. Type of procedure**

Open procedure

#### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

#### **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: 17/05/2018 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **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: 6 (from the date stated for receipt of tender)

#### **IV.2.7. Conditions for opening of tenders**

Date: 17/05/2018 Local time: 13:00

### **Section VI: Complementary information**

---

#### **VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

Subject to relevant Colleges' discretion as to whether to exercise the extension period as published, this contract may be re-tendered at the following date 2021 or 2022.

#### **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**

APUC SUPPLY CHAIN CODE OF CONDUCT.

Bidders will be required to submit a signed Supply Chain Code of Conduct prior to the award of contract. This will be for information only and will not be scored. A copy of the Code of Conduct is provided as Appendix A for information only.

FREEDOM OF INFORMATION.

Where any bidder considers any information submitted as part of their ESPD submission commercially confidential, they must notify the College prior to the ESPD deadline via PCS-T and the College will provide a template for completion. Furthermore, bidders will be required to confirm prior to award of any contract that you will be in a position to submit a Freedom of Information appendix. This will be for information only and will not be scored.

FORM OF TENDER.

Bidders will be required to submit a signed Form of Tender prior to the award of contract. The award criteria questions and weightings will be published in the ITT.

GENERAL DATA PROTECTION REGULATIONS (GDPR).

Bidders will be required to provide information relating to their compliance with obligations under the GDPR. The relevant Colleges' will require the Contractor to provide sufficient guarantees that the requirements of the GDPR will be met and the rights of data subjects will be protected. The successful Contractor will be required to complete and make sufficient guarantees within a Data Processor Contract Assurance Assessment form (Appendix I) prior to Contract award.

— AVAILABILITY OF SUPPLY.

The successful Contractor will be required to provide samples free of charge and will be required to be able to provide a minimum of 98 % of all items required over the duration of the

contract period. Alternative items that are of equal or higher quality than specified are also being accepted for the same price as the originally tendered item.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 10622.

For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

The Contractor will work with the relevant College to deliver Community Benefits or social value where they are identifiable throughout the term of the duration of the Contract. Examples of Community Benefits or social value are providing training opportunities to staff and students, apprenticeships and investment in the local community.

(SC Ref:526761).

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 10622. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

(SC Ref:538542).

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Glasgow Kelvin College

Postal address: 123 Flemington St

Town: Glasgow

Postal code: G21 4TD

Country: United Kingdom

Telephone: +44 1416305000

#### **VI.5. Date of dispatch of this notice**

06/04/2018