

This notice in TED website: <https://ted.europa.eu/udl?uri=TED:NOTICE:375991-2020:TEXT:EN:HTML>

**United Kingdom-Edinburgh: Publishing services
2020/S 153-375991**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Official name: National Library of Scotland

Postal address: George IV Bridge

Town: Edinburgh

NUTS code: UKM SCOTLAND

Postal code: EH1 1EW

Country: United Kingdom

Contact person: Barbara Burke

E-mail: b.burke@nls.uk

Telephone: +44 1316233700

Fax: +44 1316233701

Internet address(es):

Main address: <http://www.nls.uk>

Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11622

I.2) Information about joint procurement

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 abovementioned address

Tenders or requests to participate must be submitted electronically via: www.publiccontractsscotland.gov.uk

Electronic communication requires the use of tools and devices that are not generally available.

Unrestricted and full direct access to these tools and devices is possible, free of charge, at:

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Recreation, culture and religion

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Design, Editing, Production and Distribution Services for Discover Magazine, other Library Publications and Associated Services

Reference number: 2020.21.001

II.1.2) **Main CPV code**

79970000 Publishing services

II.1.3) **Type of contract**

Services

II.1.4) **Short description:**

The National Library of Scotland 'the Library' requires a service provider to design, provide editorial services, production and distribution in the main for the Library Magazine 'Discover' and including other Library literature as required including, but not exclusive to, the library annual review and library brochure. All printed documents must be fully accessible and comply with Library Gaelic Language Plan. This will be a fully managed service, subcontracted as required and will comprise of, but not limited to the following:

— discover magazine — up to three editions in a 12-month period,

— library annual review — one edition required in a 12-month period,

— library brochure — one edition in a 12-month period.

— other corporate literature as required including but not exclusive to printed material related to upcoming major capital projects, library centenary and a major fundraising campaign.

Some translation services may be required.

II.1.5) **Estimated total value**

Value excluding VAT: 250 000.00 GBP

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

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

22314000 Designs

92310000 Artistic and literary creation and interpretation services

79970000 Publishing services

92000000 Recreational, cultural and sporting services

92312211 Writing agency services

79933000 Design support services

79824000 Printing and distribution services

79822500 Graphic design services

79810000 Printing services

79800000 Printing and related services

79530000 Translation services

79820000 Services related to printing

II.2.3) **Place of performance**

NUTS code: UKM75 Edinburgh, City of

II.2.4) **Description of the procurement:**

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exclusive to, the library annual review and library brochure. All printed documents must be fully accessible and comply with Library Gaelic Language Plan.

This will be a fully managed service, subcontracted as required and will comprise of, but not limited to the following:

- discover magazine — up to three editions in a 12-month period,
- library annual review — one edition required in a 12-month period,
- library brochure — one edition in a 12-month period,
- other corporate literature as required including but not exclusive to printed material related to upcoming major capital projects, library centenary and a major fundraising campaign.

It is anticipated that a contract will be awarded in late November 2020 to commence on 1 January 2021 and will run for a minimum of two (2) and maximum of five (5) years; extended year on year by mutual agreement, continued business need, budget availability and the supplier's satisfactory performance.

Discover magazine — up to three editions in a 12-month period, services include:

- 36-page (approx.) magazine,
- design, art direction, picture research and artwork,
- full editorial service,
- some research, commissioning, interviewing and writing services,
- pre-production and finalisation for print and print management,
- delivery and distribution of printed copies,
- online version suitable in all digital platforms,
- advertising.

Library annual review — one edition required in a 12-month period, services include:

- 28-page (approx.) document,
- design, art direction, image research and artwork,
- full editorial service,
- pre-production and finalisation for print and print management,
- delivery of printed copies and digital copy for website,
- new requirement for mail out to specific mail out list.

Library brochure — one edition in a 12-month period, services include:

- make adjustments to current brochure including images, small text adjustments and fully update public programmes pages,
- pre-production and finalisation for print and print management,
- delivery of printed copies to the Library,
- scope for review and full editorial and redesign services during the lifespan of this contract.

Other corporate literature as required including but not exclusive to printed material related to upcoming major capital projects, Library centenary and a major fundraising campaign.

Actual services required for other corporate literature cannot be confirmed but is likely to include:

- leaflets, flyers and posters about major capital works,
- fundraising collateral, including high-quality invites and brochures,
- material related to centenary planning — this could include a standalone publication similar to a magazine,
- other corporate literature services,
- some translation services.

II.2.5) **Award criteria**

Criteria below

Quality criterion - Name: Tender schedules / Weighting: 60

Price - Weighting: 40

II.2.6) **Estimated value**

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

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

Yes — may take up option for additional 3 x 12-month extension subject to on going requirement.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

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

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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulations 58 of Public Contract (Scotland) Regulations 2015.

Section III: Legal, economic, financial and technical information

III.1) **Conditions for participation**

III.1.1) **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

III.1.1. of the notice is not applicable to this procurement.

III.1.2) **Economic and financial standing**

List and brief description of selection criteria:

4B.1b

Provide average turnover for years 2017, 2018 and 2019.

Failure to provide this information may result in the tenderer being excluded from the tender process and the bidders submission evaluated no further.

Minimum level(s) of standards possibly required:

4B.5a-4B.5c

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 and levels of insurance indicated below:

4B.5a — Professional indemnity insurance = GBP 2 million,

4B.5b — Employers (Compulsory) liability Insurance = GBP 5 million,

4b.5c — Public liability insurance = GBP 2 million,

4B.5c — Product liability insurance = GBP 2 million.

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

List and brief description of selection criteria:

4C1.2

Bidders will be required to provide 3 (three) examples that demonstrate they have the relevant experience to deliver the full scope of services as described in part II.1.4) and II.2.4) of the OJEU contract notice.

Failure to provide three examples demonstrating the relevant experience of delivering the full scope of services may result in disqualification from the procurement process and the bidder's submission not evaluated further.

III.1.5) **Information about reserved contracts**

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

III.2.1) **Information about a particular profession**

III.2.2) **Contract performance conditions:**

In order to ensure the highest standard of service quality in this contract the Library requires the supplier to take a positive approach to fair work practices as part of a fair and equitable employment and reward package that includes the payment of the living wage to any staff working on Library premises.

The contract will be subject to performance management conditions with regard to KPIs.

Performance conditions are documented in the requirement specification.

III.2.3) **Information about staff responsible for the performance of 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.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**

IV.1.6) **Information about electronic auction**

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.2.1) **Previous publication concerning this procedure**

Notice number in the OJ S: [2020/S 025-058077](#)

IV.2.2) **Time limit for receipt of tenders or requests to participate**

Date: 01/09/2020

Local time: 17:00

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: 4 (from the date stated for receipt of tender)

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

Date: 10/09/2020

Local time: 10:00

Information about authorised persons and opening procedure:

Public Contract Scotland portal will be used for the electronic receipt and opening of tenders.

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

9-12 months prior to contract end date if extensions are not used.

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:**

Award criteria can be found in the schedules to tender — quality (technical) response along with weightings issued with the ITT. Unless stated otherwise in the ITT and associated schedules to tender the award scoring methodology will be as follows.

0 = Unacceptable — Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 = Poor — Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled and or may be overly generic.

2 = Acceptable — Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas and or may be generic in part.

3 = Good — Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 = Excellent — Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

The Library is not bound to accept the lowest priced or any submission.

Form of contract — the successful supplier will be required to enter into a formal service contract in the form as detailed in SG model form of contract (adjusted for Library use) available for download with the ITT.

Tenders must be submitted in the format as detailed in Annex B, Appendix 3 of the ITT.

A 'for information only' PDF copy of the evaluation matrix to be used on this procurement is available for download with the ITT.

Note: to register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland website at https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=625851

The buyer has indicated that it will accept electronic responses to this notice via the postbox facility. A user guide is available at https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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:

Bidders are required to submit community benefits proposals as part of their submission that is proportionate and relevant to the scope of the requirement.

More information can be found in question 4.3 in the schedule to tender quality schedule — technical response. (SC Ref:625851)

Download the ESPD document here: https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=625851

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: Edinburgh Sheriff Court

Postal address: Sheriff Court House, 27 Chambers Street

Town: Edinburgh

Postal code: EH1 1LB

Country: United Kingdom

Telephone: +44 1312252525

Internet address: <https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>

VI.4.2) **Body responsible for mediation procedures**

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:

The Library will incorporate a minimum of 10-calendar days standstill period at the point of which information on the decision to award the contract is communicated to tenderers (the standstill notification). An economic operator that suffers or risk suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session after informing the Library of its intention.

VI.4.4) **Service from which information about the review procedure may be obtained**

VI.5) **Date of dispatch of this notice:**

05/08/2020