

United Kingdom-Paisley: Printing and related services

OJ S 222/2018 17/11/2018

Contract notice**Services****Legal Basis:**

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Renfrewshire Council

Postal address: Renfrewshire House, Cotton Street

Town: Paisley

NUTS code: UKM83 Inverclyde, East Renfrewshire and Renfrewshire

Postal code: PA1 1JB

Country: United Kingdom

Contact person: Gillian Gordon

E-mail: gillian.gordon@renfrewshire.gov.uk

Telephone: +44 1416187043

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Internet address(es):Main address: <http://www.renfrewshire.gov.uk>Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400**I.1. Name and addresses**

Official name: Renfrewshire Valuation Joint Board

Postal address: The Robertson Centre, 16 Glasgow Road

Town: Paisley

NUTS code: UK United Kingdom

Postal code: PA1 3QF

Country: United Kingdom

E-mail: shona.carlton@renfrewshire-vjb.gov.uk

Telephone: +44 1416185905

Fax: +44 1416185999

Internet address(es):Main address: www.Renfrewshire-vjb.gov.ukAddress of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA27323**I.2. Information about joint procurement**

The contract involves joint procurement

I.3. CommunicationThe procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the abovementioned address

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

I.4. Type of the contracting authority

Regional or local authority

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Print and Scan for RVJB
Reference number: RC_CPU_17_340

II.1.2. Main CPV code

79800000 Printing and related services

II.1.3. Type of contract

Services

II.1.4. Short description

Renfrewshire Valuation Joint Board, hereinafter referred to as RVJB, was established by the Valuation Joint Boards (Scotland) Order 1995 and it came into existence on 1.4.1996. The Board is responsible for the preparation and maintenance of the Electoral Register, Valuation Roll and the Council Tax Lists on behalf of the three constituent authorities namely East Renfrewshire, Inverclyde and Renfrewshire Councils.
Renfrewshire Council (the Council), on behalf of the RJB, are seeking to procure an experienced Service Provider for the provision of print and scan services. Renfrewshire Council being the Lead Authority for Renfrewshire Valuation Joint Board (RVJB) in the shared electoral registration services for East Renfrewshire, Inverclyde and Renfrewshire Councils provide support services to the RVJB under a Service Level Agreement.

II.1.5. Estimated total value

Value excluding VAT: 750 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

79800000 Printing and related services

II.2.3. Place of performance

NUTS code: UKM83 Inverclyde, East Renfrewshire and Renfrewshire
Main site or place of performance: Renfrewshire, East Renfrewshire and Inverclyde.

II.2.4. Description of the procurement

Renfrewshire Council (the Council), on behalf of the RJB, are seeking to procure an experienced service provider for the provision of print and scan services. Renfrewshire

Council being the Lead Authority for Renfrewshire Valuation Joint Board (RVJB) in the shared electoral registration services for East Renfrewshire, Inverclyde and Renfrewshire Councils provide support services to the RVJB under a Service Level Agreement.

The successful service provider will be expected to carry out the following services (please note this list is not exhaustive):

- the printing and postage of Household Enquiry Forms (HEF) for all bulk annual canvass mailings held during the contract period,
- the printing and postage of smaller volumes of Household Enquiry Forms (HEF) and Invitations to Register (ITR) on a rolling basis both within and out with annual canvass during the contract period,
- the receipt, opening sorting and scanning of A3 HEF's, ITR's and A4 Postal Vote Applications (single sided) on a rolling basis both within and out with the annual canvass,
- the printing and postage of Postal Vote Applications annually,
- the printing and postage of poll cards as and when required,
- the printing and postage of Valuation and Council Tax documentation as and when required.

II.2.5. Award criteria

Criteria below

- Quality criterion - Name: Cyber security / Weighting: 5
- Quality criterion - Name: Community benefits / Weighting: 5
- Quality criterion - Name: fair working practices / Weighting: 5
- Quality criterion - Name: Service proposal / Weighting: 20
- Quality criterion - Name: Audit and reporting procedures / Weighting: 10
- Quality criterion - Name: Contingency plans / Weighting: 10
- Quality criterion - Name: Sustainability / Weighting: 5
- Price - Weighting: 40

II.2.6. Estimated value

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

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

The Contract will be for an initial Contract Term of 2 years with the option to extend for up to 12 months on 2 separate occasions, subject to satisfactory operation and performance. Any extension will be at the sole discretion of RVJB.

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

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

Economic Operators maybe excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts(Scotland) Regulations 2015. Please see the ITT in PCS-Tender project relevant to this procurement and the other Procurement Documents for further information.

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:

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

- employers liability-statutory minimum 5 000 000 GBP, each and every claim,
- public liability-minimum 1 000 000 GBP, each and every claim,
- professional indemnity-minimum 1 000 000 GBP, each and every claim.

Tenderers are required to have minimum Dun and Bradstreet failure score of 20.

Minimum level(s) of standards possibly required:

The Council on behalf of RVJB will use Dun and Bradstreet (D&B) to assist in its determination of the organisations financial status and risk. It is recommended that Tenderers review their own D&B Failure Score in advance of submitting their Tender Submission. If, following this review, Tenderers consider that the D&B Failure Score does not reflect their current financial status, the Tenderer should attach a document to within the ITT giving a detailed explanation, together with any relevant supporting independent evidence. The Council will review any such information as part of the evaluation of Tenderer's financial status. Where the Tenderer is under no obligation to publish accounts and therefore does not have a D&B Failure Score or equivalent rating, they must provide their audited financial accounts for the previous 2 years as part of their Tender Submission in order that the Council may assess these to determine the suitability of the Tenderer to undertake a contract or contracts of this size. Where a consortium bid is received, the D&B Failure Score of each consortium member shall be assessed. Where the Tenderer is a subsidiary of a group but is applying as a separate legal entity and fails to meet the minimum financial turnover requirements or minimum D&B Failure Score (or equivalent) as a company, in order to progress to evaluation, they must provide as part of their tender submission, written confirmation from an authorised signatory of the parent company, that either a parent company guarantee will be provided within two weeks of request. The parent company must meet the minimum financial requirements as assessed by the Council. The parent company guarantee will be in the form provided in the Tender Documentation.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver these services/supplies as described in Part II.2.4 of the OJEU Contract Notice or the relevant section of the Contract Notice. Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

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

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: 19/12/2018 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

Tender must be valid until: 17/05/2019

IV.2.7. Conditions for opening of tenders

Date: 19/12/2018 Local time: 14:00

Place:

Renfrewshire House, Cotton Street, Paisley.

Information about authorised persons and opening procedure: The tender will be opened in line with RVJB standing orders relating to contracts.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

Anticipated date of March 2021 however if the options to extend are both utilised, the anticipated date for publishing a notice would be June 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

Request for documentation:

The Council will request the following documentation once all bids have been received:

1) Evidence of your company's insurance certificates detailing there required level of insurance's as per the levels stated within this Contract Notice and as detailed within the Invitation to Tender document uploaded within the general attachments are in Public Contract Scotland Tender Portal;

- 2) A completed Health and Safety Questionnaire. This document is contained within the general attachments area in Public Contract Scotland Tender Portal;
- 3) A completed copy of the Supporting Documents uploaded within the general attachments area in Public Contract Scotland Tender Portal, please note that documents must be signed by an authorised signatory. The Supporting Documents include:
 - S1 Equalities Questionnaire;
 - S2 Equalities Declaration;
 - S3 Tender Compliance Certificate;
 - S4 No Collusion Certificate;
 - S5 Prompt Payment Certificate;
 - S9 List of proposed subcontractors;
 - S10 Draft parent company guarantee;
- 4) Data Processing Agreement document. The successful service provider will be required to comply and sign a copy of the data processing agreement on award;
- 6) Any contract awarded as a result of this tender exercise will be subject to Scots Law and the exclusive jurisdiction of the Scottish Courts;
- 7) Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015;
- 8) Tenderers will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in Part II. 2.4 of the OJEU Contract Notice or the relevant section of the Site Notice;
- 9) Tenderers may be required to provide 2 references as part of the request for documentation;
- 10) Tenderers will be expected to provide details of their quality management system as detailed in the ESPD;
- 11) Tenderers will be expected to provide details of their environmental management systems as detailed in the ESPD.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 10951

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

A subcontract 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:

Information relating to community benefits is contained with the ITT document on pcs-tender. (SC Ref:546686)

VI.4. Procedures for review

VI.4.1. Review body

Official name: See V1.4.3) below

Town: See below

Country: United Kingdom

VI.4.2. Body responsible for mediation procedures

Official name: See V1.4.3) below

Town: UK

Country: United Kingdom

VI.4.3. 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 2015 (SSI2105/446) (as amended) may bring proceedings in the Sheriff Court or Court of Session.

VI.5. Date of dispatch of this notice

14/11/2018