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Scottish Procurement

Procedures to call-off from the Scottish Procurement Framework Agreement for Print and Associated Services Lot 1 Litho/Digital Print Services

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1. What is covered under the Print and Associated Services Framework Agreement?

This framework agreement is for the supply of Print and Associated Services - Lot 1 Litho/Digital Print. There are 11 contractors appointed to the framework. The framework commenced on 1 April 2015 for a period of two years with an option to extend for a further two years.

2. What is a framework agreement?

A framework agreement is a mechanism that permits purchasers to order goods or services under the terms and conditions specified within the framework agreement.

3. Who can access the framework?

This framework agreement has been let by 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 & 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.

4. Is the framework suitable for your needs?

The answer is likely to be yes if the requirement is for litho/digital print services.

5. Key objectives of the framework agreement

The key objectives of this framework agreement are to:

- consistently deliver a service to excellent quality standards;
- deliver a value for money service;
- meet a wide range of customer requirements in a secure, open and honest manner;
- meet deadlines required by the framework public body; and
- continuous improvement throughout the term of the framework agreement.

The contractor shall be required to deliver a range of services such as, brochures, flyers, postcards, burst bound books, posters, business stationery, reports, forms and pads. The scope of services covered under the framework are listed below, but not limited to:

Production management

The contractor shall provide a production management service, offering advice and assistance regarding the most cost effective method of delivering a job to meet the required purpose.

Print production

The contractor shall be required to deliver the following, in varying volumes:

- No Carbon Required (NCR) pad sets;
- pads that may be bound with card covers;
- forms;
- reports;
- brochures;
- publications
- leaflets;
- flyers;
- pamphlets;
- newsletters;
- annual reports;
- corporate plans;
- questionnaires;
- certificates;
- business cards;
- envelopes;
- tickets;
- postcards;
- broadsheets/maps
- posters
- business stationery;
- print packaging;
- small mailings and occasional fulfilment requirement;
- other products as required by the framework public body.

Print finishing services

In addition to print services, the contractor shall be required to deliver a full range of finishing services set out as below:

- binding including perfect binding;
- burst binding;
- saddle stitching;
- wire and comb stitching;
- drilling;
- die cutting;
- folding;
- varnishing;
- laminating
- trimming;
- creasing;
- collation;
- perforation;
- numbering;
- other services as required by the framework public body.

Other services include:

Stock holding

The contractor shall be able to provide a stock holding and stock call off facility for all finished goods. The cost for stock holding, where required, shall be included in the total cost of the print job.

Online services

The contractor shall be able to provide an online upload facility for artwork files.

Proofing

The contractor shall provide a proofing service that includes, but is not limited to:

- high resolution PDF proofs;
- low resolution PDF proofs;
- low resolution digital proofs;
- high resolution digital proofs calibrated to printing press;

Screen printing – on to polyprop and other materials

The contractor shall produce paper over board products as required and produce ring binder slips cases, point of sale and packaging on an ad hoc basis.

Pre-press services

The contractor shall provide a full range of prepress services including but not limited to plate making.

Sourcing raw materials

The contractor shall source all raw materials required for the printing and finishing process including but not limited to paper and board stocks.

Setting

The contractor shall be able to provide typesetting services, if required. This would typically involve working from digital or hard copy files supplied - which could include straight text, material to be output as graphs or charts, images and logos and formatting these appropriately, proofing, correcting and creating print ready files. Some material may require to be input or rekeyed. These files shall belong to the framework public body.

Fulfilment and distribution services

The contractor shall hold, update and make available on request standard distribution lists used by the framework public bodies. These lists shall be used to distribute, on demand, printed materials produced and shall be available to the framework public bodies at all times. The contractor shall prepare documents for distribution, copying, addressing, labelling, packaging and placing in external and internal transit envelopes as necessary to meet the requirements of the framework public bodies.

Reprographics services

The contractor shall provide a reprographic service which will include, but not be limited to:

- high volume copying;
- reduction/enlargement;
- copying onto coloured paper;
- copying onto headed paper;
- copying onto white or coloured card/board;
- copying of photographic output; and

- finishing of all kinds, including collating, folding, wire stitching,
- comb binding, wire binding, thermo binding, and drilling and other types of finishing where required.

6. Participation in the framework agreement

Framework public bodies must agree in writing to operate the framework in accordance with the procedures set out within this document. This takes the form of the framework public body participation form. This form is required to be completed by each framework public body and lodged with Scottish Procurement at the address noted on the document. It governs all future call-offs by the framework public bodies. Please note that a framework public body will be unable to access the framework without completing the form. On receipt of the signed participation form, Scottish Procurement will make the pricing schedules available to framework public bodies.

[The form is available on the Scottish Procurement website.](#)

7. Process for call off from the Print and Associated Services Framework Agreement

FRAMEWORK PUBLIC BODY ORDERING PROCEDURES

Framework public bodies sourcing their service requirements through this framework agreement must award their Service requirements in accordance with the procedure set out in framework schedule 3 of the entire agreement document (ordering procedures).

Framework public bodies are advised to complete and sign off one copy of schedule 5 for each contractor on Lot 1 and apply a unique reference number for each contractor's schedule 5 document. The framework public body should refer to the appropriate contractor's reference number when awarding services under the framework.

A copy of the framework terms and conditions, including schedules 1 (specification), schedule 2 (price), schedule 3 (ordering procedures), schedule 4 (management information – roles and responsibilities of contractors and framework public bodies) and schedule 5 (supply call-off terms and conditions) can be downloaded from our secure SharePoint site.

Framework public bodies are reminded that schedule 2 (price) contains commercially sensitive information which must not be disclosed to any party out with your organisation without prior approval from Scottish Procurement.

An example order form is attached at Annex A of this guidance document. Framework public bodies can use this form or create their own.

If a framework public body can determine that:

- its service requirements are sufficiently defined in the framework contractor's matrix of services; and
- all of the terms of the proposed contract are laid down in this framework agreement and the call-off terms do not require amendment or any supplementary terms and conditions;

then the framework public body may place an order in accordance with the direct ordering procedure set out in **"DIRECT ORDERING WITHOUT A FURTHER COMPETITION"** outlined below.

Where the framework public body's service requirements are not sufficiently defined in the terms of this framework agreement, then the framework public body shall conduct a mini competition in accordance with the procedures set out in **"MINI COMPETITION PROCEDURE"** outlined below, or place an order in accordance with the thresholds.

THRESHOLDS

Where the value of the framework public body's service requirement is below £3,000, then the framework public body shall:

- invite one contractor from the framework Lot 1 to submit a proposal; and
- document the award procedures on file.

Where the value of the framework public body's service requirement is £3,000 and over, the framework public body must conduct a mini competition and invite all of the framework contractors on Lot 1 to submit a tender in accordance with the mini competition procedures.

DIRECT ORDERING WITHOUT A FURTHER COMPETITION

Any framework public body ordering services under this framework agreement without holding a further competition shall consult in writing with the selected framework contractor from Lot 1 and invite them, within a specified time limit, to submit a proposal and quotation in writing for your service requirement. Framework public bodies shall include:

- a clear specification for your service requirements;
- a request for a proposal and quotation, or alternatively state the price payable for the service requirements in accordance with the framework prices where applicable;
- incorporate the call-off terms and conditions (schedule 5);
- document the award procedures on file.

MINI COMPETITION PROCEDURE

Framework public bodies may wish to consider using the [Public Contracts Scotland Quick Quote System](#) to conduct mini competitions. Details can be found at the attached link:

The framework public bodies shall:

- invite tenders, from all contractors appointed to the framework Lot 1, by conducting a mini competition for its service requirements in accordance with the conditions herein, and:
- consult in writing with all the framework contractors appointed to the framework Lot 1 and invite them, within a specified time limit, to submit a mini competition tender in writing for each order to be awarded.
- set weightings for the award criteria in the mini competition invitation to tender against the following:

Technical criteria (xx% weighting shall be set by framework public bodies at mini competition)

- service delivery

Proposal to demonstrate how the services will be delivered, with particular emphasis on quality, delivery timescales and customer satisfaction.

Framework public bodies are reminded that the delivery of high quality public services is critically dependent on a workforce that is well-motivated, well-led and has appropriate opportunities for training and skills development. These factors are also important for workforce recruitment and

retention, and thus continuity of service. The Scottish Government itself has adopted workforce policies to meet these requirements. These policies include:

- a pay policy that includes a commitment to supporting the living wage for the duration of this parliament;
- clear managerial responsibility to nurture talent and help individuals fulfil their potential;
- a strong commitment to modern apprenticeships;
- support for learning and development;
- no inappropriate use of zero hours contracts;
- flexible working;
- flexi-time; and
- career breaks.

In order to ensure the highest standards of service quality in this contract, you may therefore wish to include criteria to be able to assess a positive approach, from the service providers, to workforce related matters as part of a fair and equitable employment and reward package.

Framework Sustainable Benefits

As part of the framework agreement, the suppliers have committed to the following environmental, social and fair work benefits:

- a proactive approach to sustainable consumption and the efficient use of resources; consideration given to social and environmental consequences
- ethically sourced products in the provision of the required products and services during the period of the framework
- reporting of community benefit measures and achievements such as targeted recruitment and training, skills development, employment, apprenticeships, etc.

Customers may wish, on a proportionate basis, to consider sustainability issues as part of the direct award/mini competition process, where appropriate.

A link to the [Scottish Procurement Policy Note](#) is provided below to assist you in considering the relevance of this criteria to your requirement:

Commercial criteria (xx% weighting shall be set by framework public bodies at mini-competition)

- pricing - total tender cost ex VAT.

The evaluation criteria allows for flexibility regarding the composition of percentage weightings allocated against each of the criteria shown above. The mini competition should be conducted on the basis of the criteria listed above and on the same, or if necessary, more precisely formulated terms. Where a framework public body would like to introduce additional terms, for example, account management or sustainable benefits, full details must be provided in the invitation to tender document.

Set a time limit for the receipt of the mini competition tenders which takes into account factors such as the complexity of the subject matter of the order and the time needed to submit tenders.

Keep each mini competition tender confidential until the expiry of the time limit for the receipt by it of mini competition tenders.

Apply the award criteria and weightings to the framework contractors' compliant tenders submitted through the mini competition as the basis of its decision to award an order for its services requirements.

On the basis set out above, award its services requirements by placing an order with the successful framework contractor in accordance with the following:

- states the services requirements;
- states the specification;
- states the charges payable for the services requirements in accordance with the tender submitted by the successful framework contractor; and
- incorporates the call-off terms applicable to the services.

Provide unsuccessful framework contractors with feedback in relation to the reasons why their tenders were unsuccessful. The substance and form of the feedback given to unsuccessful bidders in the mini competition will be at the framework public body's discretion.

Buyers are reminded of the obligations contained in the [Procurement Reform \(Scotland\) Act 2014](#) in relation to the award of contracts valued equal to or greater than £50,000 including those awarded as a result of a framework call-off/mini competition.

In particular, buyers should note that in accordance with [Section 23\(2\)](#) the award of contracts must be publicised on the Public Contracts Scotland website and in accordance with [Section 35](#) contracts must be registered in the contracting authority's "contracts register".

8. Contact details - Scottish Procurement

For further information on the framework please contact:

Neil MacTavish
Scottish Procurement, Senior Portfolio Specialist
Email: neil.mactavish@gov.scot
Phone: 0141 242 5589

Martin Mooney
Scottish Procurement, Portfolio Specialist
Email: martin.mooney@gov.scot
Phone: 0131 244 4437

9. Contact Details Contractors:

Trevor Price 21 Colour Ltd 21 Summerlee Street Glasgow G33 4DB Email: trevor.price@21colour.co.uk Telephone: 0141 766 3505	Gary Holmes Allander Print Ltd 4 East Telferton Edinburgh EH7 6XD Email: gary@allander.com Telephone: 07876 147 897
Jan Cowie Barr Printers Limited Moray House 4 Faraday Road Glenrothes Fife KY6 2RU Email: jan@barrprinters.co.uk Telephone: 01592 776870	Sandra Murphy Harlow Printing Ltd Maxwell Street South Shields Tyne and Wear NE33 4PU Email: sandramurphy@harlowprinting.co.uk Telephone: 0191 455 4286

Print and Associated Services – Lot 1 Framework Agreement – Procedures to call-off from the Framework

<p>Bryan Reid J Thomson Colour Printers Ltd 14 Carnoustie Place Glasgow G5 8PB</p> <p>Email: braid@jtcp.co.uk Telephone: 0141 429 1094</p>	<p>Bob Bruce Langstane Press Limited 1 Links Place Aberdeen AB11 5DY</p> <p>Email: bob.bruce@langstane.co.uk Telephone: 01224 256 948</p>
<p>David Smith Mackay & Inglis Ltd 19 Polmadie Street Glasgow G42 0PQ</p> <p>Email: davids@mackayinglis.co.uk Telephone: 0141 423 8866</p>	<p>Phil Wilson McAllister Litho Glasgow Ltd 170 Elliot Street Glasgow G3 8EX</p> <p>Email: ScotGov@mlg.co.uk Telephone: 0141 248 7240</p>
<p>Lloyd Mair Pandaprint 104 Park Road Rosyth Fife KY11 2JL</p> <p>Email: lloyd@panda-print.co.uk Telephone: 01383 417847</p>	<p>Lynn Fergusson Streamline Corporate 7 Queen Anne Drive Edinburgh EH28 8LH</p> <p>Email: lfergusson@streamlinecorporate.com Telephone: 0131 333 2222</p>

EXAMPLE TEMPLATE FOR INFORMATION ONLY

LOT 1 CALL OFF ORDER FORM

PART A – FOR COMPLETION BY FRAMEWORK PUBLIC BODY

Framework Public Body	
Contract Manager and address for Notices	Name: Address: Phone: Email:
Invoice Address (if different)	
Order Number	
Order Date	To be quoted on all correspondence relating to this order form:

REQUIREMENTS
Commencement date:
Details of Print and Associated Service required: As per attached Specification.
Date(s) and time(s) for supply Print and Associated Services (and any alternative working hours):
Invoicing frequency:
Disclosure Scotland requirements (if basic, standard or enhanced disclosure is required):
Other security requirements (for example security standards) (optional):
Milestones (including dates for completion) (optional):
Service levels (refinement of Framework Agreement Service Levels) (optional – only complete if you require additional service levels out with schedule 1, Annex A of the framework agreement):
Additional information for monthly reports (optional, if required):
Completion date:
The call-off contract shall be awarded in accordance with this order form and the framework terms and conditions for Print & Associated Services, Reference SP-13-0015.

For and on behalf of the framework public body:

Name and Title	
Signature	
Date	

PART B – FOR COMPLETION BY CONTRACTOR

Contractor	
Contract Manager and address for Notices	Name: Address: Phone: Fax: Email:

Contractor's Response
Contractor's response to the specification: As per attached contractor response.
Confirm price:
Confirm commencement date:
List sub-contractors:
List key personnel:

The contractor's response is appended.

For and on behalf of the contractor:

Name and Title	
Signature	
Date	