

The City of Edinburgh Council

Specification

Provision of Branded Merchandise for the City of Edinburgh Council

REF: CT111

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0 BACKGROUND

- 0.1 The City of Edinburgh Council intend to establish a contract for the supply of Branded Merchandise (merchandise).
- 0.2 The Marketing Team will distribute merchandise to staff across the Council and will also be provided at Supplier Engagement Events.

1 SERVICE REQUIREMENTS

1.1 The Contract will cover the following requirements:

Requirement	Specification	Approximate Volumes (per annum)
Pens	Blue or Black Ink	5000
Notebook	Recycled Paper. A5 size with lined paper. Printed Logo on the front.	2500
Recycled Water Bottle	Sports Bottle 500ml – 100% Recycled or Biodegradable. Clear or White Colour.	1000
Keyring	Metal or Wooden keyring with Logo.	200
Durable Pocket Torch	Mini LED Torch in a range of colours	100
Animal Soft Toy Keyring	Animal Soft Toy Keyring. Examples include - Bears, Rabbits, Dogs etc. No Printed Logo required.	200
Wooden Keyring	Natural Wood Keyring with Resin (or equivalent) Coating and Printed Logo. Approximately 80mm x 80mm	200
Fridge Magnet	Natural Wood Fridge Magnet with Printed Logo	200
Pencil case – ruler and rubbers	Eco-friendly Pencil Case with Printed Logo. Contents, for example rubbers and rulers can be separate (No pens or pencils).	100
Drawstring Bag	Polyester Drawstring Bag with Printed Logo (Logo on one side)	100
Bamboo Luggage Tag	Bamboo Luggage Tag with Printed Logo	100
Wristbands	Adjustable Nylon Wristband with Printed Logo. Various Colour options, approximately 25cm in length.	100

1.2 Please note these volumes are indicative only and do not form a guarantee of volumes, which may vary.

1.3 The Council may seek alternative or additional products not included in this table throughout the duration of the Contract based on changes to service requirements.

1.4 The Logo should be printed in Council brand colours.

2 DELIVERY AND LEAD TIMES

2.1 All orders should be delivered to the Council's Headquarters as follows:

Waverley Court
4 East Market Street
Edinburgh
EH8 8BG

2.2 Deliveries will be placed on an ad hoc basis.

2.3 The lead time of the merchandise must not exceed 14 days of an order being placed.

3 QUALITY OF SERVICE

3.1 The Council expects a high quality of goods that meets the requirements specified in this document.

3.2 The council is seeking merchandise that is sustainable and environmentally friendly. The Council is keen to consider methodologies that are sustainable and provide best value for money.

3.3 The Marketing Team will conduct regular quality checks and reject items that do not meet the required standards.

4 SUPPLIER'S REPRESENTATIVE

4.1 Each Supplier shall appoint a Supplier's Representative empowered to act and make decisions on behalf of the Supplier for all purposes connected with this contract.

4.2 Suppliers shall ensure that the Supplier's Representative is contactable by phone during the Council's Marketing Teams hours of operation as follows:

- Monday to Friday: 8am to 5pm

4.3 The Supplier's Representative shall be responsible monitoring contract performance and compliance with mandatory requirements on an ongoing basis.

5 INSURANCES REQUIRED BY THE SUPPLIER

5.1 It is a mandatory requirement that the Supplier appointed to this Contract has in place the following insurances:

- Product Liability Insurance (minimum of £5 Million)
- Employer's Liability Insurance (minimum of £5 Million)
- Public Liability Insurance (minimum of £5 Million)

5.2 Insurance requirements are fully detailed within the document entitled CT111 Terms and Conditions.

6 INVOICING & PAYMENTS

6.1 Invoices must be submitted monthly in arrears, at the end of each calendar month to invoices@edinburgh.gov.uk. A copy of each invoice must also be sent to the Marketing Manager at the Marketing Department, The City of Edinburgh Council, Waverley Court. All invoices must be produced by Suppliers and clearly show the merchandise delivered, the volume, costs and the location the equipment was delivered to.

6.2 All invoices must refer to complete calendar months only. Invoices relating to more than one calendar month will not be paid and will be returned to the Contractor for amendment.

6.3 The Council are not permitted to carry out any alterations to invoices.

6.4 Invoices will normally be settled within 30 days of receipt.

6.5 Submission of an invoice will be taken as confirmation by the Supplier that the goods have been delivered and the contract carried out fully in accordance with the:

- Specification
- Terms and Conditions of the contract

7 MANAGEMENT INFORMATION

7.1 The following information may be requested by the Contract Manager on a quarterly basis:

- Total volume of merchandise ordered;
- Total value of orders;
- Breakdown of merchandise ordered
- Details of any complaints and the action taken for resolution; and

7.2 Management information must be provided in an appropriate electronic format and sent by email to the Council's Contract Manager.

8 BUSINESS CONTINUITY

8.1 The Supplier shall have in place appropriate and tested contingency arrangements to ensure delivery of the services.

9 COMPLIANCE WITH LEGISLATIVE REQUIREMENTS

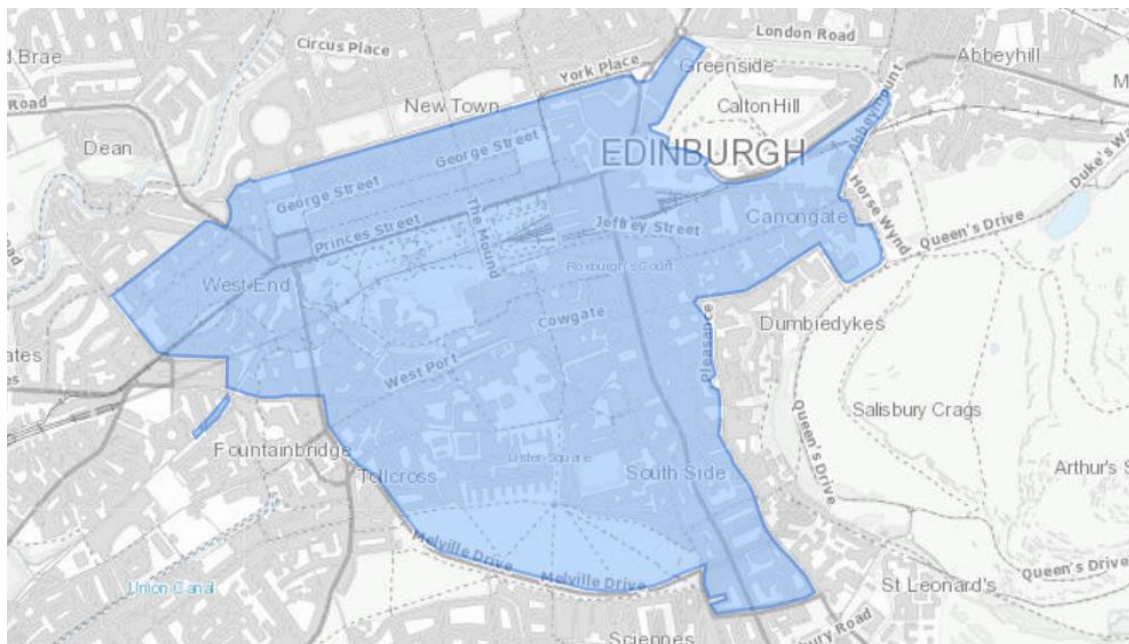
- 9.1 The Supplier must ensure compliance with all relevant standards, legislative requirements and statutory provisions related with the delivery of the services.

10 SUSTAINABILITY AND THE ENVIRONMENT

- 10.1 All equipment is to be supplied new and must be made from sustainable or biodegradable materials.

Low Emission Zone

- 10.2 To improve air quality in the city and reduce harmful emissions, the Council has implemented a Low Emission Zone (LEZ) scheme. The LEZ is in the city centre and includes all vehicle types (excluding motorcycles, mopeds and nationally exempted vehicles). Petrol vehicles must be a minimum of Euro 4 standard and diesel vehicles must be minimum of Euro 6 standard. Vehicles that do not meet the minimum emissions standards will receive a Penalty Charge Notice (fine). Enforcement began on 1 June 2024 (<https://www.edinburgh.gov.uk/lowemissionzone>). The LEZ will not be an accepted reason for any requested future price variations.
- 10.3 The locations included in the scope of this requirement are within the LEZ and Suppliers should be aware that it is in operation when travelling to the respective sites. Where the Supplier will be delivering the contracted services within the LEZ, the vehicles used in provision of the contract will be required to comply with the minimum emissions standards for Edinburgh's Low Emission Zone (and any other such related scheme).
- 10.4 The map below shows the Low Emission Zone boundaries.



Wider environmental policies

- 1.1 The Supplier shall make every effort to minimise the impact of the delivery of these services on the environment. In addition to decarbonising its vehicle fleet, the

Supplier shall have their own environmental policy to minimise the wider impact of the delivery of the service on the environment in the following areas:

- Other pollution, e.g. emissions from the manufacturing of goods;
- Waste & recycling, e.g. end of life products, used chemicals, packaging etc;
- Supporting working towards a circular economy such as repurposing materials (e.g. consumables such as equipment and parts);
- Calculation of CO2 emissions for carbon offsetting reporting;
- Energy efficiency - i.e. gas, electric, air con systems, and so gaining carbon neutral status in business operations by offsetting non-reducible Greenhouse Gas (GHG) emissions from energy use and non-recycled waste;
- The handling of various substances used in the production and manufacturing of goods.

11 FAIR WORK PRACTICES

11.1 The Council is committed to the delivery of high quality public services and recognises that this is critically dependent on a workforce that is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and inclusive, and can influence decision making. These factors are also important for workforce recruitment and retention, and thus continuity of service delivery. The Council are applying the Scottish Government's policy Fair Work First to public contracts and asking Suppliers to adopt the criteria which includes:

- appropriate channels for effective voice, such as trade union recognition;
- investment in workforce development;
- no inappropriate use of zero hours contracts;
- action to tackle the gender pay gap and create a more diverse and inclusive workplace;
- providing fair pay for workers (for example, payment of real living Wage).
- offer flexible and family friendly working practices for all workers from day one of employment; and
- oppose the use of fire and rehire practices.

11.2 More details on each of the criteria can be found in Appendix 3 of the Instructions to Tender along with links to further information.

11.3 The Council adopted a new three-year Business Plan, Our Future Council, Our Future City to help focus on our priorities and deliver real improvement and support a fair and green recovery for our city. Ending poverty by 2030 is one of the key priorities and includes actions to support fair work and living wage. The seven Fair Work First criteria above are fully supported by the Council and we want to work with Contractors who adopt the same approach.

12 COMMUNITY BENEFITS

12.1 As detailed in the Council's Sustainable Procurement Policy, the Council is committed to maximising social, economic and environmental benefits through the delivery of Council contracts (known as 'Community Benefits'). Community benefits include targeted recruitment and training; sourcing from Small and Medium Enterprises (SMEs), Social Enterprises and Third Sector Organisations; contributions to education within communities; community consultation, engagement and strengthening of community

relations; environmental improvement; volunteering; providing community resources; mentoring and sponsorship of community organisations.

- 12.2 The Council will work in partnership with the successful Supplier on supporting the Edinburgh Guarantee's vision of increasing the number and range of employment opportunities or other support available for the city's young people. Further information on the Edinburgh Guarantee can be found at http://www.edinburgh.gov.uk/info/20163/opportunities_for_young_people/69/edinburgh_guarantee

End of Specification