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Tender

## **Design and Print Services**

London Borough of Waltham Forest

F02: Contract notice

Notice identifier: 2021/S 000-000507

Procurement identifier (OCID): ocds-h6vhtk-02894f

Published 11 January 2021, 3:41pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

London Borough of Waltham Forest

The Magistrate's, 1 Farnan Avenue

Walthamstow

E17 4NX

#### **Contact**

Ms Rebecca Cameron

#### **Email**

[Rebecca.Cameron@walthamforest.gov.uk](mailto:Rebecca.Cameron@walthamforest.gov.uk)

#### **Telephone**

+44 2084963000

#### **Country**

United Kingdom

**NUTS code**

UKI53 - Redbridge and Waltham Forest

**Internet address(es)**

Main address

<http://www.walthamforest.gov.uk/>

Buyer's address

<http://www.walthamforest.gov.uk/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.londontenders.org/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.londontenders.org/>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Design and Print Services

Reference number

DN519056

#### **II.1.2) Main CPV code**

- 79800000 - Printing and related services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Provision of design, print and reprographics services for London Borough of Waltham Forest.

Lot 1: Design and Print Services - which includes, but is not limited to basic design, artwork, concept design, digital and litho printing and exhibition materials.

Lot 2: Reprographic Services - which includes, but is not limited to, scanning, printing, finishing, and delivery of confidential files and bundles, for the Authority.

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,200,000

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### **II.2) Description**

#### **II.2.1) Title**

Lot 1: Design and Print

Lot No

1

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

- 79822500 - Graphic design services

**II.2.3) Place of performance**

NUTS codes

- UKI53 - Redbridge and Waltham Forest

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

Lot 1: Design and Print Services - which includes, but is not limited to basic design, artwork, concept design, digital and litho printing and exhibition materials.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6) Estimated value**

Value excluding VAT: £900,000

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

Duration in months

36

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: Yes

Description of options

Option to extend for 12 months

### **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) Description**

### **II.2.1) Title**

Lot 2: Reprographics

Lot No

2

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

- 22000000 - Printed matter and related products

### **II.2.3) Place of performance**

NUTS codes

- UKI53 - Redbridge and Waltham Forest

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

Lot 2: Reprographic Services - which includes, but is not limited to, scanning, printing, finishing, and delivery of confidential files and bundles, for the Authority.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £300,000

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

Duration in months

36

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: Yes

Description of options

Option to extend for 12 months

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **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

12 February 2021

Local time

12:00pm

#### **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

12 February 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

London Borough of Waltham Forest

Walthamstow

Country

United Kingdom