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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

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

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

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

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