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Tender

## **International Printing**

University of Hertfordshire Education Corporation

F02: Contract notice

Notice identifier: 2023/S 000-001995

Procurement identifier (OCID): ocds-h6vhtk-0399b4

Published 23 January 2023, 12:31pm

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

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

University of Hertfordshire Education Corporation

MacLaurin Building, 4 Bishops Square

Hatfield

AL10 8NE

#### **Contact**

Procurement Department

#### **Email**

[procurement-professionalservices@herts.ac.uk](mailto:procurement-professionalservices@herts.ac.uk)

#### **Telephone**

+44 1707284091

#### **Country**

United Kingdom

**NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

<https://in-tendhost.co.uk/universityofhertfordshire.aspx/Home>

Buyer's address

<https://in-tendhost.co.uk/universityofhertfordshire.aspx/Home>

**I.3) Communication**

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

<https://in-tendhost.co.uk/universityofhertfordshire.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofhertfordshire.aspx/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Body governed by public law

**I.5) Main activity**

Education

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**Section II: Object**

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

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

International Printing

Reference number

22026

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

- 79800000 - Printing and related services

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

Services

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

This contract is for the University's International Print and Fulfilment requirements. This will include in-country printing of brochures, leaflets, pull-up banners and business cards. Additional items may be added during the contract term. Printing, fulfilment and posting are required in the following countries: Brazil, India, Pakistan, Bangladesh, Nigeria, Ghana, Zimbabwe, UAE, Thailand, Vietnam, Indonesia, Malaysia and Hong Kong. Additional countries may be added during the contract term. The Contractor will provide a secure externally hosted software for this process to be managed by the University. The contract will be for a maximum of 5 years. All other information in the tender documents.

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

Value excluding VAT: £200,000

### **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
- 79810000 - Printing services
- 79820000 - Services related to printing

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

NUTS codes

- UKH23 - Hertfordshire

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

To set up a contract for International Printing, Fulfilment and Posting for the University, Group Companies and other external sources as approved by the University. The range of items to include (but not limited to) brochures, leaflets, pull-up banners and business cards. A list of countries have been provided in the invitation to tender documentation although more can be added during the contract term. The contract will be up to a total of five years subject to satisfactory performance. Suppliers will be required to offer an externally hosted software (cloud based) to support this contract.

#### **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: £200,000

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

Duration in months

60

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: No

#### **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 III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As stated in the tender documents

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As stated in the tender documents

#### **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

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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: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

24 February 2023

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

24 February 2023

Local time

12:00pm

Place

University of Hertfordshire

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

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

Crown Commercial Services

Liverpool

Country

United Kingdom