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Tender

IA2605 Framework Agreement for the Provision of Print Management Services

Staffordshire County Council
Cannock Chase District Council
South Staffordshire Council
Stafford Borough Council

F02: Contract notice

Notice identifier: 2022/S 000-002266

Procurement identifier (OCID): ocids-h6vhtk-030f73

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Section I: Contracting authority

I.1) Name and addresses

Staffordshire County Council

Staffordshire Place 1, Tipping Street

Stafford

ST16 2DH

Contact

Michelle Davies

Email

michelle.davies@staffordshire.gov.uk

Telephone

+44 1785277116

Country

United Kingdom

NUTS code

UKG2 - Shropshire and Staffordshire

Internet address(es)

Main address

<https://www.staffordshire.gov.uk/Homepage.aspx>

Buyer's address

<https://supplierlive.proactisp2p.com>

I.1) Name and addresses

Cannock Chase District Council

28 Beecroft Road

Cannock

WS11 1BG

Contact

Michelle Davies

Email

michelle.davies@staffordshire.gov.uk

Telephone

+44 1785277116

Country

United Kingdom

NUTS code

UKG2 - Shropshire and Staffordshire

Internet address(es)

Main address

<https://www.cannockchasedc.gov.uk/>

Buyer's address

<https://supplierlive.proactisp2p.com>

I.1) Name and addresses

South Staffordshire Council

Wolverhampton Road, Codsall

South Staffordshire

WV8 1PX

Contact

Michelle Davies

Email

michelle.davies@staffordshire.gov.uk

Telephone

+44 1785277116

Country

United Kingdom

NUTS code

UKG2 - Shropshire and Staffordshire

Internet address(es)

Main address

<https://www.sstaffs.gov.uk/>

Buyer's address

<https://supplierlive.proactisp2p.com>

I.1) Name and addresses

Stafford Borough Council

Riverside, Civic Centre,

Stafford

ST16 3AQ

Contact

Michelle Davies

Email

michelle.davies@staffordshire.gov.uk

Telephone

+44 1785277116

Country

United Kingdom

NUTS code

UKG2 - Shropshire and Staffordshire

Internet address(es)

Main address

<https://www.staffordbc.gov.uk/>

Buyer's address

<https://supplierlive.proactisp2p.com>

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

<https://supplierlive.proactisp2p.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com>

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

IA2605 Framework Agreement for the Provision of Print Management Services

Reference number

IA2605

II.1.2) Main CPV code

- 79810000 - Printing services

II.1.3) Type of contract

Services

II.1.4) Short description

Staffordshire County Council wish to appoint one supplier to deliver a Print Management Service for all its print requirements within Staffordshire. This may include web print; digital print; lithographical print; wide format and promotional items.

The supplier should be capable of supplying a wide range of mono and colour printed material including, but not limited to, the following types: brochures; booklets; business cards; posters; postcards; Flyers; hybrid mail; surveys; letterheads; banners; secure and confidential printing.

The supplier will handle all print requests received from SCC. Any print work that is unable to be printed by the supplier, then a comprehensive print management service is to be offered. The supplier will be able to source all forms of printed materials and other more specialised items from a network of print partners. However, the supplier will remain accountable to SCC for any underperformance of print partners.

Please refer to the Service Specification for full details on what the Council expects from a Print Management Service.

Please note this is a Single Supplier Framework.

II.1.5) Estimated total value

Value excluding VAT: £1,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79820000 - Services related to printing
- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKG2 - Shropshire and Staffordshire

Main site or place of performance

Staffordshire

II.2.4) Description of the procurement

Please note this is a two-stage open tender process, where the Council is looking to appoint

one contractor.

Stage 1 is the Selection Questionnaire (SQ) stage that contains number of Pass/Fail questions and 100% weighting assessing quality. All questions will concentrate on bidders past experience. This stage is open to all bidders to apply.

At the end of the SQ stage 5 bidders will be shortlisted to go through to the Invitation to Tender (ITT) Stage 2. Stage 2 will have 20% weighting against Quality and 80% weighting against Price.

All ITT documents (stage 2) are currently in draft format and have been provided for information only and will be finalised and issued to shortlisted bidders to commence stage 2.

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: £1,000,000

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

Start date

1 August 2022

End date

31 July 2024

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 by two years to the 31st July 2026.

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.2.14) Additional information

The tender opportunity will be undertaken through the Authority's e-tendering system 'Proactis' <https://supplierlive.proactisp2p.com>

Please do not contact the Buyer direct.

Suppliers should set up a profile on Proactis by completing their company details first. Then registering their interest to this specific tender opportunity by searching under reference IA2605.

Any questions regarding this opportunity should go through the 'message function'.

Please note Stafford Borough Council, Cannock Chase District and South Staffordshire Council are not responsible for this procedure, they are a named organisation who may call off from the Framework.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

In the case of framework agreements, provide justification for any duration exceeding 4 years:

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

28 February 2022

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

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

Staffordshire County Council

Staffordshire Place 1, Tipping Street

Stafford

ST16 2DH

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Staffordshire County Council

Staffordshire Place 1, Tipping Street,

Stafford

ST16 2DH

Country

United Kingdom