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Tender

ID 6003473 - CITB NI - Provision of a Graphic Design, Artwork and Print Management Service

Construction Industry Training Board Northern Ireland (CITB NI)

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-002271

Procurement identifier (OCID): ocds-h6vhtk-0603b2

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Scope

Reference

ID 6003473

Description

The Construction Industry Training Board Northern Ireland (CITB NI) (The Buyer) is a non-departmental public body sponsored by the Department for the Economy (DfE).

The Buyer requires a Supplier to provide a comprehensive, reliable, and efficient graphic design, artwork and print management service for electronic publications and printed documents for the construction industry.

The Supplier will also be required to provide a print management function (and if necessary, may sub-contract the print element as required). The Supplier will be responsible for the quality and delivery of the final print products.

The Supplier must provide the service through all stages from initial concept to production-ready format for a range of online and printed documents, which may include reports, research literature, factsheets, leaflets, adverts, public notices, branding materials, digital magazines and website page design.

In all cases, the Buyer will own the rights to all design elements, documents and artwork delivered under any work commissioned through this contract.

Suppliers should refer to the Specification Schedule for full detail on the requirements of this contract. Please refer to the "Submission" section of this form for further information.

Total value (estimated)

- £16,666.67 excluding VAT
- £200,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 9 March 2026 to 8 March 2027
- Possible extension to 8 March 2029
- 3 years

Description of possible extension:

Following the initial contract period, the Buyer may extend the contract for 2 optional periods of up to 12

Months each. Optional extension periods will be subject to review and satisfactory performance assessment by the Contracting Authority.

The Conditions of the Contract shall apply throughout any such extended period.

Options

The right to additional purchases while the contract is valid.

ADDITIONAL WORK AND INDIVIDUAL COMMISSIONS

Other graphic design work similar to the specifications outlined in Annex A (of the Specification Schedule) may be required by the Buyer throughout the duration of this Contract and where appropriate, it is intended that the Supplier of this contract will be used to provide this, with the Buyer availing of the tendered Hourly Rates, although the Buyer will reserve the right to seek other prices.

If during the term of the Contract new work is required such as a new design requirement, or a job not of the same specification as those jobs listed in Annex A, then Supplier must provide a quotation in line with the prices submitted at tender stage.

The Buyer will approach the Supplier to discuss the requirements of any new commissions, which the Supplier must provide a cost for. The Buyer may undertake a benchmarking exercise for any new commissions which may be required during the lifetime of the Contract. Where alternative graphic design can be sourced at a more competitive price to the Supplier's price, the Supplier will be given the opportunity to explain and revise their price for the work.

Main procurement category

Services

CPV classifications

- 79800000 - Printing and related services
- 79822500 - Graphic design services
- 79823000 - Printing and delivery services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

Contract locations

- UKN - Northern Ireland

Participation

Technical ability conditions of participation

As per Tender documentation.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

30 January 2026, 3:00pm

Tender submission deadline

6 February 2026, 3:00pm

Submission address and any special instructions

Tenders must be submitted electronically via the relevant Call for Tender (CfT) opportunity on eTendersNI, website details immediately below.

Paper submissions will not be accepted or considered and will be rejected by the Contracting Authority / Buyer.

The tender documents are available with unrestricted and full direct access, free of charge, at: URL <https://etendersni.gov.uk/epps>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

18 February 2026

Award criteria

Name	Description	Type
AC1 - Account Manager Experience	Account Manager Experience - Quality 12 percent	
AC2 - Proposed Team Experience	Proposed Team Experience - Quality 18 percent	
AC3 - Proposed Methodology	Proposed Methodology - 18 percent	Quality
AC4 - Contract Management	Contract Management - 12 percent	Quality
AC5 - Total Contract Price	Total Contract Price - 40	Quality

Weighting description

60 percent quality and 40 percent cost.

Other information

Payment terms

Contract Value

The estimated value figure indicated in the Scope Section represents an overall estimated contract value. This value reflects the potential scale of the contract and takes into account potential optional extension periods and the uptake of potential optional services as detailed in the tender documents. This figure does not however take into account the application of indexation or increases to charges due to increases in the Real Living Wage.

Neither CPD nor the contracting Authority can provide any guarantee as to the level of business under this contract.

The Contracting Authority does not bind itself to accept the lowest or any tender. Suppliers remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from the Supplier in connection with taking part in this procurement process regardless of whether such costs arise as a consequence, directly or indirectly of any amendments made to the procurement documents by the Contracting Authority at any time. No legally binding contract shall arise (and a Supplier shall have no legitimate expectation that a contract will be entered into) until such time as entry into the Contract has been confirmed by the Contracting Authority.

Description of risks to contract performance

Exclusions

If at any time during the procurement, or post award, it comes to the attention of the Contracting Authority (CA) or CPD, by whatever means, that a Supplier has become 'excluded' or 'excludable' as per Sec 57 of the PA 2023, the CA, after compliance with

its obligations under the PA 23, reserves the right to exclude said Supplier from the procurement procedure or terminate any contract they have been awarded.

The Contracting Authority expressly reserves the rights:

- (I). not to award any contract as a result of the procurement process commenced by publication of this notice;
- (II). to make whatever changes it may see fit to the content and structure of the tendering Competition;
- (III). to award (a) contract(s) in respect of any part(s) of the services covered by this notice; and
- (IV). to award contract(s) in stages.

and in no circumstances will the Authority be liable for any costs incurred by candidates.

This project will be used to progress the Government's wider social, economic and environmental objectives.

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Construction Industry Training Board Northern Ireland (CITB NI)

- Public Procurement Organisation Number: PYNL-3711-RMGW

Nutts Corner Training Centre, 17 Dundrod Road

Crumlin

BT29 4SR

United Kingdom

Email: SSDAdmin.CPD@finance-ni.gov.uk

Website: <https://www.citbni.org.uk/Images/Home.aspx>

Region: UKN0D - Antrim and Newtownabbey

Organisation type: Public authority - central government

Devolved regulations that apply: Northern Ireland

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

CPD - Supplies & Services Division

Summary of their role in this procurement: Construction and Procurement Delivery - Supplies and Services Division, is a Centre of Procurement Expertise and provides a central procurement function for central government in Northern Ireland

- Public Procurement Organisation Number: PVWG-8426-YW XV

Clare House, 303 Airport Road West

Belfast

BT3 9ED

United Kingdom

Email: SSDAdmin.CPD@finance-ni.gov.uk

Region: UKN06 - Belfast

Contact organisation

Contact [CPD - Supplies & Services Division](#) for any enquiries.