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Tender

# Production, Printing and Postage of Benefit Statements for Norfolk Pension Fund

Norfolk County Council

F02: Contract notice

Notice identifier: 2024/S 000-002508

Procurement identifier (OCID): ocds-h6vhtk-03fc33

Published 25 January 2024, 8:41am

## **Section I: Contracting authority**

## I.1) Name and addresses

Norfolk County Council

County Hall, Martineau Lane

Norwich

NR1 2DH

#### **Email**

sourcingteam@norfolk.gov.uk

#### Country

**United Kingdom** 

#### **NUTS** code

UKH15 - Norwich and East Norfolk

#### Internet address(es)

Main address

www.norfolk.gov.uk

Buyer's address

https://in-tendhost.co.uk/norfolkcc/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/norfolkcc/aspx/Home

Additional information can be obtained from the above-mentioned address

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

## 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

Production, Printing and Postage of Benefit Statements for Norfolk Pension Fund

Reference number

NCCT42557

#### II.1.2) Main CPV code

• 79810000 - Printing services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

Norfolk County Council is seeking a single provider to produce, print and post annual benefits statements for Norfolk Pension Fund.

#### II.1.5) Estimated total value

Value excluding VAT: £265,000

#### II.1.6) Information about lots

This contract is divided into lots: No

## II.2) Description

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

- 79810000 Printing services
- 64110000 Postal services

#### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

Main site or place of performance

Please note there will be approximately 300 statements that will need to be sent overseas to various countries.

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

Norfolk Pension Fund is seeking to appoint a single provider for the production, printing and postage of Annual Benefit Statements.

#### II.2.5) Award criteria

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

#### 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

## 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 procurement 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

#### 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.2.1) Previous publication concerning this procedure

Notice number: 2023/S 000-027015

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

Date

26 February 2024

Local time

12:00pm

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

English

#### IV.2.7) Conditions for opening of tenders

Date

26 February 2024

Local time

2:00pm

Place

Norwich

## **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.3) Additional information

This procurement will be managed electronically via the Council's e-procurement system. To participate in this procurement, applicants must first be registered on the system at <a href="https://in-tendhost.co.uk/norfolkcc">https://in-tendhost.co.uk/norfolkcc</a>. Full instructions for registration and use of the system can be found at <a href="https://in-tendhost.co.uk/norfolkcc/aspx/BuyerProfiles.">https://in-tendhost.co.uk/norfolkcc/aspx/BuyerProfiles.</a>. Once registered you will be able to see the procurement project under the 'tenders' section and 'express an interest' to view the documentation. If you encounter any difficulties whilst using the system you can contact the In-tend support team by phoning +44 8442728810 or e-

mailing support@in-tend.co.uk.

## VI.4) Procedures for review

#### VI.4.1) Review body

**Nplaw** 

Norwich

Country

United Kingdom

#### VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for lodging appeals: The Public Contracts Regulations 2015 (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Proceedings must be brought within 30 days from the date of knowledge (the date on which the economic operator first knew or ought to have known that grounds for starting the proceedings had arisen) unless the Court considers that there is good reason for extending the period within which proceedings may be brought, in which case the Court may extend that period up to a maximum of 3 months from the date of knowledge.