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Tender

## **ID 5276936 DfC - NILGOSC - Printing Services**

Northern Ireland Local Government Officers' Superannuation Committee

F02: Contract notice

Notice identifier: 2025/S 000-002619

Procurement identifier (OCID): ocids-h6vhtk-04d644

Published 24 January 2025, 4:51pm

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

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

Northern Ireland Local Government Officers' Superannuation Committee

411 Hollywood Road

BELFAST

BT4 2LP

#### **Email**

[SSDAdmin.CPD@finance-ni.gov.uk](mailto:SSDAdmin.CPD@finance-ni.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

#### **Internet address(es)**

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

### **I.3) Communication**

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

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etendersni.gov.uk/epps>

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

Body governed by public law

### **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

ID 5276936 DfC - NILGOSC - Printing Services

Reference number

ID 5276936

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

- 79800000 - Printing and related services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

NILGOSC is the administrating body for the Northern Ireland Local Government Pension Scheme (the Scheme). NILGOSC wishes to appoint one Supplier for both Lot 1 and Lot 2 for the provision of Secure Print and Mailing Services and General Print Services. The services required have been divided into the following 2 Lots. Each Lot will be evaluated and awarded separately, there is no limit to the number of Lots tenderers may bid for or be awarded. There will be a single Supplier for each Lot. Suppliers will be required to deliver the requirements detailed for each Lot- as set out in this Specification document. Lot 1 – Secure Print and Mailing Services Lot 2 – General Print Services Please see ID 5276936 Mid-Tier Schedule 2 Specification document for further information.

**II.1.5) Estimated total value**

Value excluding VAT: £313,000

**II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

**II.2) Description****II.2.1) Title**

Lot 1 - Secure Print and Mailing Services

Lot No

1

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

- 79810000 - Printing services
- 79820000 - Services related to printing
- 79811000 - Digital printing services

- 79821000 - Print finishing services
- 79821100 - Proofreading services
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

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

NUTS codes

- UKN - Northern Ireland

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

NILGOSC is the administrating body for the Northern Ireland Local Government Pension Scheme (the Scheme). NILGOSC wishes to appoint one Supplier for both Lot 1 and Lot 2 for the provision of Secure Print and Mailing Services and General Print Services. The services required have been divided into the following 2 Lots. Each Lot will be evaluated and awarded separately, there is no limit to the number of Lots tenderers may bid for or be awarded. There will be a single Supplier for each Lot. Suppliers will be required to deliver the requirements detailed for each Lot- as set out in this Specification document. Lot 1 – Secure Print and Mailing Services Lot 2 – General Print Services Please see ID 5276936 Mid-Tier Schedule 2 Specification document for further information.

### **II.2.5) Award criteria**

Quality criterion - Name: AC1 Proposed Resources / Weighting: 13.3

Quality criterion - Name: AC2 Proposed Methodology / Weighting: 13.3

Quality criterion - Name: AC3 Example of Print and Delivery Process / Weighting: 6.3

Quality criterion - Name: AC4 Security Measures / Weighting: 9.8

Quality criterion - Name: AC5 Key Account Manager Experience / Weighting: 4.9

Quality criterion - Name: AC6 Contract Management and Contingency / Weighting: 7

Quality criterion - Name: AC7 Data Protection / Weighting: 4.9

Quality criterion - Name: AC8 Social Value / Weighting: 10.5

Cost criterion - Name: AC9 Total Contract Cost / Weighting: 30

### **II.2.6) Estimated value**

Value excluding VAT: £177,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

This contract is an ongoing requirement for NILGOSC and may be subject to renewal after this current contract expires.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

There are two separate options to extend this contract for a period of up to 12 months on each occasion.

### **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 - General Print Services

Lot No

2

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

- 79810000 - Printing services
- 79820000 - Services related to printing
- 79811000 - Digital printing services
- 79821000 - Print finishing services
- 79821100 - Proofreading services
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

**II.2.3) Place of performance**

NUTS codes

- UKN - Northern Ireland

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

NILGOSC is the administrating body for the Northern Ireland Local Government Pension Scheme (the Scheme). NILGOSC wishes to appoint one Supplier for both Lot 1 and Lot 2 for the provision of Secure Print and Mailing Services and General Print Services. The services required have been divided into the following 2 Lots. Each Lot will be evaluated and awarded separately, there is no limit to the number of Lots tenderers may bid for or be awarded. There will be a single Supplier for each Lot. Suppliers will be required to deliver the requirements detailed for each Lot- as set out in this Specification document. Lot 1 – Secure Print and Mailing Services Lot 2 – General Print Services Please see ID 5276936 Mid-Tier Schedule 2 Specification document for further information.

**II.2.5) Award criteria**

Quality criterion - Name: AC1 Proposed Resources / Weighting: 21

Quality criterion - Name: AC2 Proposed Methodology / Weighting: 21

Quality criterion - Name: AC3 Example of Print and Delivery Process / Weighting: 6.3

Quality criterion - Name: AC4 Key Account Manager Experience / Weighting: 5.6

Quality criterion - Name: AC5 Contract Management and Contingency / Weighting: 5.6

Quality criterion - Name: AC6 Social Value / Weighting: 10.5

Cost criterion - Name: AC7 Total Contract Cost / Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £136,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

This contract is an ongoing requirement for NILGOSC and may be subject to renewal after the current contract expires.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

There are two separate options to extend this contract for a period of up to 12 months on each occasion.

#### **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 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

28 February 2025

Local time

3:00pm

#### **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**

Tender must be valid until: 29 May 2025

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

Date

28 February 2025

Local time

3:30pm



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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

Contract Monitoring. The successful contractor's performance on the contract will be regularly monitored. Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and your performance does not improve to satisfactory levels within the specified period, this can be considered grounds for termination of the contract at your expense as provided for in the Mid-Tier Conditions of Contract. In lieu of termination, CPD may issue a Notice of Written Warning or a Notice of Unsatisfactory Performance. A supplier in receipt of multiple Notices of Written Warning or a Notice of Unsatisfactory Performance may, in accordance with The Public Contracts Regulations 2015 (as amended) be excluded from future public procurement competitions for a period of up to three years. The 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. In no circumstances will the Authority be liable for any costs incurred by candidates.

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

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

The UK does not have any such bodies with responsibility for appeal/mediation procedures. Instead; any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR 2015 as amended. Postal address

Belfast

Country

United Kingdom