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Tender

## **Printing and Small-scale mailing services**

UK Biobank Ltd

F02: Contract notice

Notice identifier: 2022/S 000-003308

Procurement identifier (OCID): ocids-h6vhtk-031387

Published 4 February 2022, 4:15pm

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

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

UK Biobank Ltd

1-2 Spectrum Way, Adswood

Stockport

SK3 0SA

#### **Email**

[tenders@ukbiobank.ac.uk](mailto:tenders@ukbiobank.ac.uk)

#### **Telephone**

+44 1614755386

#### **Country**

United Kingdom

#### **NUTS code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

<http://www.ukbiobank.ac.uk>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA25607](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA25607)

**I.3) Communication**

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

[www.mytenders.co.uk](http://www.mytenders.co.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.mytenders.co.uk](http://www.mytenders.co.uk)

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

Body governed by public law

**I.5) Main activity**

Health

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## **Section II: Object**

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

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

Printing and Small-scale mailing services

Reference number

UKBB015

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

- 79810000 - Printing services

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

Services

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

UK Biobank is a large-scale biomedical database and research resource containing genetic, lifestyle and health information from half a million UK participants.

UK Biobank's database, which includes blood samples, heart and brain scans and genetic data of the 500,000 volunteer participants, is globally accessible to approved researchers who are undertaking health-related research that's in the public interest.

UK Biobank recruited 500,000 people aged between 40-69 years in 2006-2010 from across the UK. With their consent, they provided detailed information about their lifestyle, physical measures and had blood, urine and saliva sample collected and stored for future analysis.

UK Biobank's research resource is a major contributor in the advancement of modern medicine and treatment, enabling better understanding of the prevention, diagnosis and treatment of a wide range of serious and life-threatening illnesses – including cancer, heart diseases and stroke.

UK Biobank requires the provision of printing and small-scale mailing services to support its activities. Further detail in relation to the services are set out in the specification issued as part of the procurement documents accessible via the link in section I.3.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

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

- 79824000 - Printing and distribution services

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

NUTS codes

- UKD3 - Greater Manchester

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

UK Biobank issues its annual participant newsletter ("Newsletter") by email to over 300,000 participants, and a further 130,000 participants are posted this newsletter each year. An example of a previous postal Newsletter is included in the tender pack.

UK Biobank requires the successful supplier to print and send a colour copy of its Newsletter by post to approximately 130,000 of its participants in the UK in each year of the contract, the postal distribution to commence on or around the same time as UK Biobank commences its email distribution of the Newsletter unless UK Biobank specifies otherwise (which is typically in January of each year, but this may vary). The Newsletters can be posted via any carrier arranged by the supplier, provided that the carrier meets the requirements set out in this tender and are a minimum of Royal Mail 2nd Class or equivalent (i.e. delivery within 3 working days).

In 2014, the UK Biobank imaging study began with the aim of re-inviting 100,000 participants to undergo brain, cardiac and abdominal magnetic resonance imaging, dual-energy X-ray absorptiometry (DXA) and carotid ultrasound. This imaging is completed during a four to five hour appointment, which the participant attends in one of UK Biobank's four imaging centres; Stockport, Newcastle, Reading and Bristol. To date, approximately 50,000 participants have been imaged as part of this study.

UK Biobank needs to communicate with each participant that agrees to participate in the study and provide them with a pack, which contains a letter confirming their appointment date and time, and other supporting information. UK Biobank will require the selected supplier to produce and send this confirmation mailing pack on its behalf.

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

Quality criterion - Name: Information Security / Weighting: 25

Quality criterion - Name: Service and Quality / Weighting: 25

Quality criterion - Name: assurance of Supply / Weighting: 25

Price - Weighting: 25

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The initial term for the contract will be 3 years, with the option for UKBB to extend its contract by a further 1 year period, up to a maximum total term of 4 years (i.e. inclusive of the initial term)

#### **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.1.2) 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

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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

9 March 2022

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**

Tender must be valid until: 9 June 2022

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

Date

9 March 2022

Local time

12:00pm

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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.3) Additional information**

UK Biobank reserves the right to discontinue or delay the procurement process and may decide not to award a contract as a result of this call for competition. UK Biobank shall not be liable for any costs or expenses incurred by any organisation in considering and/or responding to the procurement process. Tenders and supporting documents must be priced in pounds sterling and all payments made under the contract will be in pounds sterling, unless otherwise advised.

Any volume of printing and mailing services referred to within this Contract Notice and/or the procurement documents is indicative only and there is no guarantee or warranty of any printing and/or mailing services volumes by UK Biobank.

UK Biobank has obligations under the UK General Data Protection Regulation and to its stakeholders to ensure that its information is stored, transmitted and processed securely, with appropriate organisational and technical measures in place. UK Biobank must also take reasonable steps to ensure that information it shares continues to be protected with adequate security. These requirements represent a generic level of security standards for data storage, retrieval and usage that suppliers and partners of UK Biobank must comply with.

The estimated contract value for the initial period of 12 months may be in the range of 75,000 – 95,000 GBP, but it is not possible to provide an overall maximum estimated value for the contract. However, based on the initial 12 month period highlighted above and whilst recognising the value may vary, the overall maximum value if the contract is extended for the full 4 year period could be in the range of 300,000 – 380,000 GBP.

UK Biobank will incorporate a standstill period at the point the decision in relation to the award of the contracts is notified to bidders. The standstill period, which will be a minimum

of ten (10) calendar days, provides time for unsuccessful bidders to lodge an appeal in regards to the award decisions, before the contracts are entered into.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=225295](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=225295).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:225295)

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

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

Public Procurement Review Service

Cabinet Office

London

Country

United Kingdom