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Tender

## **The Supply and Stock Management of 1) Printed Stationery, 2) Medical folders and pre-paid envelopes**

Torbay and South Devon NHS Foundation Trust

F02: Contract notice

Notice identifier: 2024/S 000-003432

Procurement identifier (OCID): ocids-h6vhtk-043686

Published 1 February 2024, 4:47pm

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

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

Torbay and South Devon NHS Foundation Trust

Torbay Hospital Lowes Bridge

Torquay

TQ2 7AA

#### **Contact**

Chris Chalk

#### **Email**

[chris.chalk@nhs.net](mailto:chris.chalk@nhs.net)

#### **Telephone**

+44 1803653365

#### **Country**

United Kingdom

**Region code**

UKK42 - Torbay

**Internet address(es)**

Main address

<https://www.torbayandsouthdevon.nhs.uk/>

Buyer's address

<https://www.torbayandsouthdevon.nhs.uk/>

**I.3) Communication**

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

<https://health-family.force.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://health-family.force.com/s/Welcome>

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://health-family.force.com/s/Welcome>

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

Regional or local authority

**I.5) Main activity**

Health

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## **Section II: Object**

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

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

The Supply and Stock Management of 1) Printed Stationery, 2) Medical folders and pre-paid envelopes

Reference number

TSDFT305

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

- 22822000 - Business forms

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

Supplies

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

The Authority are seeking an established supplier to provide  
Lot 1 design, print, stock, process requests, pack to individual ward/department and deliver to the Authority.

Lot 2 (Pre-paid envelopes) design, print, stock, process requests, pack to individual ward/department and deliver to the Authority.

(Medical Folders) design, print, stock, process requests, and deliver to the Authority.

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,250,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 22000000 - Printed matter and related products

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

NUTS codes

- UKK42 - Torbay

Main site or place of performance

LOGISTICS, Unit 7, Torbay Business Park, Woodview Road, PAIGNTON, TQ4 7HP

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

The Authority are seeking an established supplier to provide  
Lot 1 design, print, stock, process requests, pack to individual ward/department and deliver to the Authority.

Lot 2

A (Pre-paid envelopes) design, print, stock, process requests, pack to individual ward/department and deliver to the Authority.

(Medical Folders) design, print, stock, process requests, and deliver to the Authority.

- Estimated current expenditure for the Authority is in excess of £250,000 per annum, this consists of approximately 200 products.

- It is not essential that all elements of this service be provided 'in-house', however, the supplier must ensure that adequate quality control procedures are in place if part of the service is sub-contracted.

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

Price

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

Value excluding VAT: £1,250,000

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

Start date

1 June 2024

End date

31 May 2027

This contract is subject to renewal

Yes

Description of renewals

This will have the option for a further two (2) times One (1) Year

**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 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: No

### **IV.2) Administrative information**

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

Date

4 March 2024

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: 4 September 2024

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

Date

4 March 2024

Local time

12:00pm

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## **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**

NHS Devon Integrated Care Board

County Hall Topsham Road

Exeter

EX2 4QD

Country

United Kingdom

Internet address

<https://www.onedevon.org.uk/>

#### **VI.4.2) Body responsible for mediation procedures**

Torbay and South Devon NHS Foundation Trust

Torbay Hospital Lowes Bridge

Torquay

TQ2 7AA

Country

United Kingdom

Internet address

<https://www.torbayandsouthdevon.nhs.uk/>

**VI.4.4) Service from which information about the review procedure may be obtained**

Torbay and South Devon NHS Foundation Trust

Torbay Hospital Lowes Bridge

Torquay

TQ2 7AA

Country

United Kingdom

Internet address

<https://www.torbayandsouthdevon.nhs.uk/>