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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): ocds-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

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

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

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

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/>