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Contract

The Provision of Printing, Typesetting and Design Services

The National Audit Office

F03: Contract award notice

Notice identifier: 2021/S 000-003875

Procurement identifier (OCID): ocids-h6vhtk-02968b

Published 26 February 2021, 9:32am

Section I: Contracting authority

I.1) Name and addresses

The National Audit Office

157-197 Buckingham Palace Road, Victoria, London,

London

SW1W 9SP

Contact

Yaw Tawiah

Email

yaw.tawiah@nao.org.uk

Telephone

+44 2077987699

Country

United Kingdom

NUTS code

UKI - LONDON

Internet address(es)

Main address

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

Buyer's address

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

I.4) Type of the contracting authority

Other type

Central Government

I.5) Main activity

Other activity

Auditing

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

The Provision of Printing, Typesetting and Design Services

II.1.2) Main CPV code

- 79810000 - Printing services

II.1.3) Type of contract

Services

II.1.4) Short description

The NAO is seeking to appoint a single provider or multiple providers to deliver services under the below lots:

- Lot 1 – Design Services and Typesetting
- Lot 2 – Printing Services
- Lot 3 – Overnight report printing

II.1.6) Information about lots

This contract is divided into lots: Yes

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £372,500

II.2) Description

II.2.1) Title

Design Services and Typesetting

Lot No

Lot 1

II.2.2) Additional CPV code(s)

- 30197630 - Printing paper
- 30197645 - Card for printing
- 30199310 - Embossed or perforated printing paper
- 79810000 - Printing services
- 79811000 - Digital printing services

II.2.3) Place of performance

NUTS codes

- UKI3 - Inner London – West

Main site or place of performance

Inner London – West

II.2.4) Description of the procurement

Lot 1: Design Services and Typesetting

The requirement is for:

1. Design Services which include but are not limited to:

- Concept designs
- Production of final output files in InDesign for printing (posters, booklets, leaflets, reports)
- Image retouching
- Drawing of illustrations
- Production of infographics
- Production of multimedia outputs, including video and interactive documents
- Working to NAO standards and templates
- Taking a direct brief from third party clients

2.Typesetting

- Taking unformatted content and laying it out to NAO standards and templates (turnaround time 24 HRS).
- This work will be mainly tabular line work with no graphics
- To provide proofreading and quality control of final copy
- To provide a quick turnaround of copy, including any file amends
- File report size will be A4

It is expected that orders for design work and typesetting under this contractual agreement will be placed on an ad-hoc basis, when and if required. No work, and no level of work, is guaranteed to the supplier.

II.2.5) Award criteria

Price

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

II.2) Description

II.2.1) Title

Printing Services

Lot No

2

II.2.2) Additional CPV code(s)

- 30197630 - Printing paper
- 30199310 - Embossed or perforated printing paper

- 79810000 - Printing services
- 79811000 - Digital printing services
- 30197645 - Card for printing

II.2.3) Place of performance

NUTS codes

- UKI - LONDON

Main site or place of performance

LONDON

II.2.4) Description of the procurement

Lot 2: Printing Services

The requirement is for the printing of various outputs as set out below:

1. Offset litho print; full colour work will include but will not be limited to:

- Reports and brochures
- Leaflets
- Booklets varying sizes
- Stationery

2. Full colour digital work will include but will not be limited to:

- Reports and brochures
- Leaflets
- Booklets varying sizes

3. Large format short-run full colour work will include but will not be limited to:

- Posters
- Large format graphics:

?Various substrates including magnetic,

?Banners,

?Display Graphics,

?Display Stands

4.Promotional Materials – work will include but not limited to:

- Point of sale products
- Promotional stationery
- Promotional products

It is expected that orders for printing services under this contractual agreement will be placed on an ad-hoc basis, when and if required. The contractual agreement seeks to set up a matrix price structure for common printing requirements with run on billing. No work, and no level of work, is guaranteed to the supplier.

Standards

The Supplier must have in place & work to the following standards or equivalents:

- ISO12647 - Colour management requires achievement of specific targets for colour consistency
- ISO27001 - international best practice standard for Information and Data security Management.
- ISO14001 - requires assessment and continuous reduction of all environmental impacts.

Papers must comply with FSC and PEFC Chain of Custody Accreditation (or equivalents) where appropriate.

ISO9001 - Quality management system requires monitoring of and improvements to quality products and customer satisfaction.

Where applicable, the Supplier shall adhere to United Kingdom and EU legislation for the disposal of packaging.

II.2.5) Award criteria

Price

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

II.2) Description

II.2.1) Title

Overnight Report Printing

Lot No

3

II.2.2) Additional CPV code(s)

- 79810000 - Printing services
- 79811000 - Digital printing services
- 30197645 - Card for printing
- 30197630 - Printing paper
- 30199310 - Embossed or perforated printing paper

II.2.3) Place of performance

NUTS codes

- UKI3 - Inner London – West

Main site or place of performance

Inner London – West

II.2.4) Description of the procurement

Lot 3: Overnight report printing

Requirement from April 2022

The NAO provides the Committee of Public Accounts with around 70 VfM reports and investigations a year.

Further information about the NAO's Value for Money Program and Value for Money reports can be found at:

<https://www.nao.org.uk/about-us/our-work/value-for-money-programme/>

The Requirement for Overnight Report Printing

The requirement is for operational digital printing services off-site. The NAO is seeking to appoint a supplier for specialist, confidential digital printing services for the printing of a range of A4 reports.

It is expected that orders for digital printing services under this contractual agreement will be placed on an ad-hoc basis, when and if required. The contractual agreement seeks to set up a matrix price structure for common printing requirements with run on billing. No work, and no level of work, is guaranteed to the supplier.

The scope of the requirement is to supply the National Audit Office with digitally printed reports as follows:

Confidential Reports Specifications:

- Digital colour print.
- Finished size A4 portrait 210mm x 297mm.
- 16pp to 72pp including covers which are stitched two wires.
- 72pp including covers, perfect bound or square back stitched.
- The reports page extent ranges from 20pp text plus 4pp cover to 200pp text plus 4pp cover.
- The average report page count per is 44pp plus 4pp cover
- The estimated number of confidential reports in the contract period is expected to be around 60-80 per annum.
- The quantity required should be estimated at 50 copies, this could increase or reduce.

Finishing

The supplier shall be able to offer access to a full range of finishing services set out as below but not limited to:

- Binding including perfect binding
- Saddle stitching

Proofing

Files will be supplied as a pre-flighted print ready PDF X1/a via email, no expectation that a proof is required unless stated at time of order.

II.2.5) Award criteria

Price

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: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2020/S 192-465203](#)

IV.2.9) Information about termination of call for competition in the form of a prior information notice

The contracting authority will not award any further contracts based on the above prior information notice

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

1 February 2021

V.2.2) Information about tenders

Number of tenders received: 9

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 9

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

SLS Print Ltd

Barley House, Sopers Road

Cuffley, Hertfordshire

EN6 4RY

Country

United Kingdom

NUTS code

- UK - UNITED KINGDOM

National registration number

04961213

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £372,500

Section VI. Complementary information

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=573705656>

GO Reference: GO-2021225-PRO-17845443

VI.4) Procedures for review

VI.4.1) Review body

National Audit Office

157 - 197 Buckingham Palace Road, Victoria

London

Telephone

+44 2077987699

Country

United Kingdom