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Tender

## **CD/DVD Duplication Services and blank digital media for the UKHO**

UK Hydrographic Office

F02: Contract notice

Notice identifier: 2022/S 000-003992

Procurement identifier (OCID): ocds-h6vhtk-031633

Published 11 February 2022, 12:15pm

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

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

UK Hydrographic Office

Admiralty Way

Taunton

TA1 2DN

#### **Contact**

Stuart Speer

#### **Email**

[stuart.speer@ukho.gov.uk](mailto:stuart.speer@ukho.gov.uk)

#### **Telephone**

+44 1823484444

#### **Country**

United Kingdom

**NUTS code**

UKK23 - Somerset

**Internet address(es)**

Main address

<https://ukho.gov.uk>

Buyer's address

<http://www.ukho.gov.uk>

**I.3) Communication**

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

<https://ukho.delta-esourcing.com/delta/viewNotice.html?noticeId=666521419>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://ukho.delta-esourcing.com/delta/viewNotice.html?noticeId=666521419>

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

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

Ministry or any other national or federal authority

**I.5) Main activity**

Defence

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**Section II: Object**

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

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

CD/DVD Duplication Services and blank digital media for the UKHO

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

- 30234300 - Compact disks (CDs)

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

Supplies

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

This requirement is for the supply of CD/DVD duplication disks and services and also blank digital media for the UKHO. This is for up to a one year Contract with no further options or extensions, only.

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

Value excluding VAT: £550,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKK23 - Somerset

Main site or place of performance

Somerset

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

Supply of a weekly service for the production, printing, labelling and packaging of CD/DVD digital media and also supply of blank digital media to the UKHO. Details of the estimated quantities across a range of digital products are included within the Statement of Requirements documentation in the Tender. Digital data is provided by the UKHO to the supplier via an FTP site and turnaround of disks is within 24 hours for most products. Business resilience may also be required in the contract period too.

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

Quality criterion - Name: Price / Weighting: 30

Quality criterion - Name: Technical Compliance / Weighting: 50

Quality criterion - Name: Samples of Work (CD/DVD trial) / Weighting: 10

Quality criterion - Name: Social Value / Weighting: 10

Cost criterion - Name: Price / Weighting: 30

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

Value excluding VAT: £550,000

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

Renewal may be required within the contract period

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

Variants will be accepted: Yes

### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

See Tender documents

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

See details in Tender documents. Tenderers shall be jointly and severably liable.

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

See details in Tender documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

See details of the expected lead times and Service Level Agreements in the Tender documents

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

**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

18 March 2022

Local time

11:00am

**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**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date

18 March 2022

Local time

11:00am

Place

Taunton

Information about authorised persons and opening procedure

Tenders only opened by nominated UKHO Procurement staff

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Any time up to 31st May 2023

### **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**

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.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://ukho.delta-esourcing.com/tenders/UK-UK-Taunton:-Compact-disks-%28CDs%29./8ZRM89983S>

To respond to this opportunity, please click here:

<https://ukho.delta-esourcing.com/respond/8ZRM89983S>

GO Reference: GO-2022211-PRO-19637757

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

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

UKi Hydrographic Office

Admiralty Way

Taunton

TA1 2DN

Email

[stuart.speer@ukho.gov.uk](mailto:stuart.speer@ukho.gov.uk)

Telephone

+44 1823483865

Country

United Kingdom

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

As stated at Section VI.4 above

Taunton

Country

United Kingdom

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

As stated at Section VI.4 above

Taunton

Country

United Kingdom