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Tender

Managed Card Bureau Service for the University of Sunderland

University of Sunderland

F02: Contract notice

Notice identifier: 2023/S 000-004165

Procurement identifier (OCID): ocds-h6vhtk-03a4ab

Published 10 February 2023, 12:23pm

Section I: Contracting authority

I.1) Name and addresses

University of Sunderland

3rd Floor Edinburgh Building, Chester Road

Sunderland

SR1 3SD

Email

tenders@sunderland.ac.uk

Country

United Kingdom

NUTS code

UKC23 - Sunderland

Internet address(es)

Main address

<https://www.sunderland.ac.uk>

I.3) Communication

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

<https://in-tendhost.co.uk/universityofsunderland.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofsunderland.aspx/Home>

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Managed Card Bureau Service for the University of Sunderland

Reference number

UOS/Card Bureau Service/0123

II.1.2) Main CPV code

- 79820000 - Services related to printing

II.1.3) Type of contract

Services

II.1.4) Short description

In 2022, the University conducted a review of its Campus Card, including how it is produced, distributed and used within the business for both staff and students. The University is seeking commercial proposals from suppliers for a Managed CBS to deliver all aspects of Campus Card creation, printing, distribution, updating and management. The contract is expected to commence September 2023 to August 2026 (with up to 2 x 1 year extensions taking to a possible August 2028). The anticipated value of the award is approximately £45,000 to £75,000 ex VAT per annum, with a total value over 5 years (the maximum contract length) of £225,000 to £375,000 ex VAT. For the purpose of this tender award and any subsequent services which may be connected with the original award, we reserve the right to spend a further 30% of the anticipated spend subject to changes in University requirements or changes to legislation (there is no guarantee of spend).

II.1.5) Estimated total value

Value excluding VAT: £375,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48000000 - Software package and information systems

II.2.3) Place of performance

NUTS codes

- UKC23 - Sunderland
- UKI42 - Tower Hamlets

II.2.4) Description of the procurement

In 2022, the University conducted a review of its Campus Card, including how it is produced, distributed, and used within the business for both staff and students. The University is seeking commercial proposals from suppliers for a Managed CBS to deliver all aspects of Campus Card creation, printing, distribution, updating and management. The contract is expected to commence September 2023 to August 2026 (with up to 2 x 1 year extensions taking to a possible August 2028). The anticipated value of the award is approximately £45,000 to £75,000 ex VAT per annum, with a total value over 5 years (the maximum contract length) of £225,000 to £375,000 ex VAT. For the purpose of this tender award and any subsequent services which may be connected with the original award, we reserve the right to spend a further 30% of the anticipated spend subject to changes in University requirements or changes to legislation (there is no guarantee of spend). By expressing your interest in the tender through InTend, you will be given access to all the tender documents, which outline the requirements and relevant dates, essential information, and what is required. Closing date for submissions of tender responses is - 12 noon Monday, 13th March 2023. Expressions of interest and tender documents are available via In-Tend <https://in-tendhost.co.uk/universityofsunderland.aspx/Home>

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 50

Cost criterion - Name: Cost / Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £375,000

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

Start date

1 September 2023

End date

31 August 2028

This contract is subject to renewal

No

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: Yes

Identification of the project

Various project funded by EU

II.2.14) Additional information

Any commissions under this contract or framework maybe subject to external funding from bodies such as DfE, Arts Council, Heritage Lottery Fund, LEP, etc., and the successful suppliers will be expected to work with the University on any funding applications where appropriate. This list of funding bodies is not exhaustive.

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

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

13 March 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

13 March 2023

Local time

12:00pm

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.4) Procedures for review

VI.4.1) Review body

University of Sunderland

Procurement, 3rd Floor, Edinburgh Building, Chester Road

Sunderland

SR1 3SD

Email

tenders@sunderland.ac.uk

Country

United Kingdom

Internet address

<https://www.sunderland.ac.uk>

VI.4.2) Body responsible for mediation procedures

University of Sunderland, Legal Services

4th Floor, Edinburgh Building, Chester Road

Sunderland

SR1 3SD

Email

legal@sunderland.ac.uk

Country

United Kingdom