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Tender

## **Print and Associated Services Framework to include Hybrid Mail and Digital Transformation Solutions**

University of Essex  
Dukefield Procurement Limited  
Public Sector

F02: Contract notice

Notice identifier: 2025/S 000-005981

Procurement identifier (OCID): ocds-h6vhtk-04e462

Published 19 February 2025, 4:36pm

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

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

University of Essex

Wivenhoe Park

Colchester

CO4 3SQ

#### **Email**

[philip.sweeting@essex.ac.uk](mailto:philip.sweeting@essex.ac.uk)

#### **Telephone**

+44 1206872954

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

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

Buyer's address

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

**I.1) Name and addresses**

Dukefield Procurement Limited

Parkside House 167, Chorley

Bolton

BL1 4RA

**Email**

[steve.davies@dukefieldprocurement.co.uk](mailto:steve.davies@dukefieldprocurement.co.uk)

**Telephone**

+44 7966040564

**Country**

United Kingdom

**NUTS code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

<http://www.dukefield.co.uk/about-us/>

Buyer's address

<http://www.dukefield.co.uk/about-us/>

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

Public Sector

Wivenhoe Park

Colchester

CO4 3SQ

#### **Email**

[philip.sweeting@essex.ac.uk](mailto:philip.sweeting@essex.ac.uk)

#### **Telephone**

+44 1206872954

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#### **Internet address(es)**

Main address

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

Buyer's address

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

### **I.2) Information about joint procurement**

The contract involves joint procurement

### **I.3) Communication**

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

<https://suppliers.multiquote.com>

Additional information can be obtained from another address:

University of Essex

Wivenhoe Park

Colchester

CO4 3SQ

#### **Email**

[philip.sweeting@essex.ac.uk](mailto:philip.sweeting@essex.ac.uk)

#### **Telephone**

+44 1206872954

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

#### **Internet address(es)**

Main address

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

Buyer's address

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

Tenders or requests to participate must be submitted electronically via

<https://suppliers.multiquote.com>

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

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## **Section II: Object**

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

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

Print and Associated Services Framework to include Hybrid Mail and Digital Transformation Solutions

Reference number

CA15282 - UOE/DU/PRINT/01

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

- 79800000 - Printing and related services

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

Services

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

The Framework will provide access to a comprehensive range of Print and Associated Services including Hybrid Mail and Digital Transformation Solutions. It is let by the University of Essex and is open for use by all contracting authorities across the public sector throughout the UK (and any future successors to these organisations). These include (but not limited to) central government departments and agencies, Non Departmental Public Bodies, NHS bodies, Local Authorities, Police Authorities, Emergency Services, Educational Establishments, Hospices, Registered Charities, National Parks, Registered Social Landlords and any other body permitted by the Contracting Authority. Full details of the classification of eligible end user establishments and geographical areas is available at <https://www.dukefieldprocurement.co.uk/fts-eligible-users>

The Framework will be let across a single Lot. There will be a maximum of fifteen (15) suppliers awarded a place on the framework.

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

Value excluding VAT: £100,000,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79410000 - Business and management consultancy services
- 79995100 - Archiving services
- 30131000 - Mailroom equipment
- 22000000 - Printed matter and related products
- 72512000 - Document management services
- 72212310 - Document creation software development services
- 79820000 - Services related to printing
- 64100000 - Post and courier services
- 79810000 - Printing services
- 79571000 - Mailing services
- 79821000 - Print finishing services
- 22458000 - Bespoke printed matter
- 79570000 - Mailing-list compilation and mailing services
- 48782000 - Storage management software package
- 64110000 - Postal services
- 79811000 - Digital printing services
- 22150000 - Brochures
- 22140000 - Leaflets
- 72412000 - Electronic mail service provider
- 64216120 - Electronic mail services
- 63121000 - Storage and retrieval services
- 30197630 - Printing paper

- 22800000 - Paper or paperboard registers, account books, binders, forms and other articles of printed stationery
- 22822000 - Business forms
- 79415200 - Design consultancy services
- 79824000 - Printing and distribution services
- 79999100 - Scanning services
- 63120000 - Storage and warehousing services
- 64227000 - Integrated telecommunications services
- 22100000 - Printed books, brochures and leaflets
- 64000000 - Postal and telecommunications services
- 48300000 - Document creation, drawing, imaging, scheduling and productivity software package
- 79823000 - Printing and delivery services
- 79822500 - Graphic design services
- 22900000 - Miscellaneous printed matter

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

united kingdom

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

The framework will provide access to a comprehensive suite of Print and Associated Services to include, but not be limited to:

- Print Supplies and Services
- Design Services
- Hybrid Mail Services and Solutions

- Digital Transformation Solutions - including Cloud Services, Document Management Services, Document Storage and Distribution Services, Omni Channel Communications, Mailing and Mail Management Solutions and Scanning and Archiving Services.
- Consultancy Services - there will also be access to a range of consultancy service to support the operation and use of the framework across all framework supply and service areas.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £100,000,000

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

Duration in months

48

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: No

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## **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

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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 several operators

Envisaged maximum number of participants to the framework agreement: 15

#### **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

7 April 2025

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

7 April 2025

Local time

12:00pm

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## **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.3) Additional information**

The University of Essex's Internal Reference Number is UOE/DU/PRINT/01. The framework is being delivered by the University of Essex and its partners Dukefield Procurement Ltd (who are a subsidiary of Dukefield Ltd). Dukefield Procurement Ltd are acting as agents of the University of Essex in the development and ongoing contract management of this framework. The contracting authority will be using an eTendering system to conduct the procurement exercise. To access the procurement documentation suppliers must register their company details on the Sourcing Cloud system at: <https://suppliers.multiquote.com>

The tender is available from the opportunities menu on the login page of the site. The Contracting Authority shall not be under any obligation to accept the lowest tender or indeed any tender. The University of Essex expressly reserves the rights:

- (a) to terminate the procurement process and not to award any contract as a result of the procurement process at any time;
- (b) to make whatever changes it may see fit to the content and structure of the procurement as detailed within the tender documentation;
- (c) to award a contract covering only part of it's requirements if explicitly detailed within the tender documentation;
- (d) to disqualify any organisation from the process that canvasses any employee of the Contracting Authority during the procurement process or standstill period if applicable;
- (e) seek clarifications to tender responses on the basis that any clarification sought will not confer any undue competitive advantage in the favour of any supplier from whom such

clarifications are being sought;

(f) where the contracting authority can evidence that there is a conflict of interest, either personal or in consideration of any organisation bidding for the contract, the contracting authority shall have the explicit right to immediately exclude that person or organisation from the tender process entirely;

(g) where the contracting authority has engaged in any pre-market soft testing prior to the commencement of the procurement process, the contracting authority reserves the right to name any organisation that has been involved in these discussions and release any and all specifications/ discussion documents to the market where appropriate to the subject matter of this procurement;

(h) the contracting authority will not be liable for any costs incurred by tenderers;

(i) the value of the framework provided in section II.1.5 is only an estimate and the contracting authority will not guarantee any business through this framework agreement;

and

(j) the contracting authority wishes to establish a framework agreement open for use by all Public Sector Bodies as stated in II.1.4. Tenderers should note, in reference to section IV.1.3, envisaged maximum number of participants to the framework:

Where, following the evaluation of bids, more than one tenderer is tied with the same final evaluation score and are ranked in the last supplier award position, each of these tenderers shall be deemed to occupy the last framework agreement contract award position for the purpose of calculating the maximum number of suppliers under the framework. The

contracting authority will award a framework agreement to additional tenderers on the framework beyond the stated maximum number, where their final evaluation score(s) is within 0.5% of the last placed position on the framework. For the avoidance of doubt, the 15th placed position in respect of this framework. Therefore, tenderers within 0.5%, along with the tenderer in last placed position, shall be deemed to occupy the last framework agreement contract award position for the framework.

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

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

University of Essex

Wivenhoe Park

Colchester

CO4 3SQ

Country

United Kingdom

Internet address

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

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

University of Essex

Wivenhoe Park

Colchester

CO4 3SQ

Country

United Kingdom

Internet address

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

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The University of Essex will incorporate a minimum 10-day standstill period at the point information on the award of contract is communicated to tenderers. Bidders who are unsuccessful shall be informed by the Contracting Authority as soon as possible after the decision is made as to the reasons why the bidder was unsuccessful. If an appeal regarding the award of the contract has not been successfully resolved, the Public Procurement Regulations provide for the aggrieved parties who have been harmed or who are at risk of harm by the breach of the rules to take action in the High Court (England, Wales and

Northern Ireland). Any action must be generally brought within 3 months. If a declaration of

ineffectiveness is sought, any such action must be brought within 30 days where the Contracting Authority has communicated the award of the contract and a summary of reasons to tenderers, or otherwise within 6 months of the contract being entered into.

Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the Contracting Authority to amend any document and may award damages. If the Contract has been entered into the Court may, depending on the circumstances, award damages, make a declaration of ineffectiveness, order the

Contracting Authority to pay a fine, and/or order that the duration of the contract be shortened. The purpose of the standstill period referred to above is to allow the parties to apply to the Courts to set aside the award decision before the contract is entered into.

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

University of Essex

Wivenhoe Park

Colchester

CO4 3SQ

Country

United Kingdom

Internet address

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