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Tender

Contract for Printed Matter

Liverpool John Moores University

F02: Contract notice

Notice identifier: 2022/S 000-006220

Procurement identifier (OCID): ocds-h6vhtk-031ee5

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Section I: Contracting authority

I.1) Name and addresses

Liverpool John Moores University

2nd Floor, Exchange Station, Tithebarn Street

Liverpool

L2 2QP

Contact

Katherine Orme

Email

purchaseorderqueries@ljmu.ac.uk

Telephone

+44 1512315538

Country

United Kingdom

NUTS code

UKD72 - Liverpool

Internet address(es)

Main address

www.ljmu.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/ljmu.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/ljmu.aspx/Home>

I.4) Type of the contracting authority

Other type

Higher Education (HE)

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Contract for Printed Matter

Reference number

LJMU 2118

II.1.2) Main CPV code

- 22000000 - Printed matter and related products

II.1.3) Type of contract

Supplies

II.1.4) Short description

1.1 Tender Overview and Background

Liverpool John Moores University (LJMU) is an ambitious modern civic university, committed to providing excellence in education and an outstanding student experience.

Working in partnership with our students we deliver high quality, research-led, practice-informed programmes that promote academic inclusion and civic engagement.

We support subject diversity, and recognise the importance of academic identity from the staff and student perspective. By setting high expectations we aim to enhance our reputation as an inspiring, socially responsible, international university committed to supporting the development of our staff and students. Our civic commitment is reflected in the LJMU curriculum and extends through our partnerships beyond the University, in Liverpool and the wider region, at a national level, and globally.

The University's Strategic Plan 2017-22 sets out the strategic approach to Excellence in Education, which includes being 'a university with inspiring, engaging and challenging curricula, shaped by research and real-world practice.

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

1.2 The Requirement

Printed Matter - four lots:

- Lot One - Applicant pack including print fulfilment and mailout
- Lot Two - Prospectus & mini-guide , other litho print
- Lot Three - Digital Print - small and large jobs
- Lot Four - Large Format Print - including pop up banners , storage and set up

Please refer to Appendix A - for full specification

It is intended that a maximum of one supplier is appointed to each lot. These will be the Tenderers who score the highest based on the Award Criteria. Bidders may apply for one or more, or all Lots.

Bidders may apply, for one or more lots.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Applicant pack including print fulfilment and mail-out

Lot No

1

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UKD - North West (England)

II.2.4) Description of the procurement

The print and fulfilment of the Applicant Pack is a key document for LJMU, as potential students apply to Liverpool John Moores University. The process for these packs is as follows:

LJMU send the prospective student an informative Applicant Handbook, and an invitation to the Applicant Day

This is an extremely complex job that requires litho and digital print with specific and exacting requirements, as well as on site mailing. Please note the use of a separate mailing house is not acceptable. All printing and fulfilment must take place on the same site. This is a data protection issue, i.e., to minimise the risk of data being shared/going missing, we will only have a data sharing agreement with the printers, and not a third party.

All litho and digital print must be as specified below.

II.2.5) Award criteria

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

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

Start date

1 August 2022

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) Description

II.2.1) Title

Prospectus and mini-guide and other litho print

Lot No

2

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UKD - North West (England)

II.2.4) Description of the procurement

This lot requires the supplier to have a B1 press due to the quantity produced, the size of the prospectus and the need to have them produced in a tight timescale. The Undergraduate prospectus and mini-guide are two of the most important print jobs that LJMU produce. We have extremely high quality design, and require a supplier to have high quality print to reflect this.

All of these requirements are non vatable

II.2.5) Award criteria

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

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

Start date

1 August 2022

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) Description

II.2.1) Title

Digital print for small and large jobs

Lot No

3

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UKD - North West (England)

II.2.4) Description of the procurement

LJMU requires a number of digital print jobs throughout the year, we pride ourselves on our high-quality design, and chose stock to suit our design and corporate brand. We prefer our digital print to be on HP Indigo printers, using Genyous for Indigo stock. HP Indigo presses give the best likeness to litho printing quality on uncoated stock, this is down to the high-quality smooth matt finish - rather than the shiny finish that most other digital print offers. Genyous stock suits our artwork because it comes in a wide grammage range suitable for both inners and covers, and vibrant colour finish.

All items are non-vatable.

II.2.5) Award criteria

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

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

Start date

1 August 2022

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) Description

II.2.1) Title

Large format print including pop-up banners, storage and set up and signage

Lot No

4

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UKD - North West (England)

II.2.4) Description of the procurement

LJMU use a large quantity of large format print items each year. These include pop-up banners, podium and signage for external events.

The Service

The supplier will be required to liaise with many different departments across the University to understand delivery/installation requirements, the primary relationship will be with the LJMU Brand and Design Team.

LJMU will often provide artwork for banners, but may also require the supplier to create artwork in the same LJMU style, especially if needed at short notice, with approval from the LJMU Brand and Design Team, understanding our brand style is key.

II.2.5) Award criteria

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

documents

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

Start date

1 August 2022

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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

23 May 2022

Local time

12:00pm

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

English

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

n/a

Liverpool

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

LJMU do not have a review body.