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Tender

## **English Heritage members handbook design 2025-30**

English Heritage Trust

F02: Contract notice

Notice identifier: 2024/S 000-006866

Procurement identifier (OCID): ocds-h6vhtk-044539

Published 4 March 2024, 2:53pm

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

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

English Heritage Trust

The Engine House, Fire Fly Avenue

Swindon

SN2 2EH

#### **Contact**

Richard Leatherdale

#### **Email**

[procurement2@english-heritage.org.uk](mailto:procurement2@english-heritage.org.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKK - South West (England)

**Internet address(es)**

Main address

<https://in-tendhost.co.uk/english-heritage>

**I.3) Communication**

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

<https://in-tendhost.co.uk/english-heritage/>

Additional information can be obtained from the above-mentioned address

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**

Recreation, culture and religion

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## **Section II: Object**

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

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

English Heritage members handbook design 2025-30

Reference number

P/REF EH 00002024

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

- 79822500 - Graphic design services

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

Services

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

We are looking for a supplier to design and layout our members' handbook (324pp). We will devise the flatplan of the handbook, liaising with the chosen supplier on the design and layout. We will provide the copy while the supplier will use our image library to source appropriate images in response to overall handbook discussions and briefing. The supplier will also work closely with our content production team and the selected printer to prepare files for print, manage the colour and quality of the files, and press pass the handbook. At this point in time the handbook design is an annual activity – however we are considering moving towards a biennial model. On that basis there will be at least two handbook designs required during this period of contract – and while others may be required if the annual model continues – please be aware this may move to biennial during the specified contract.

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

Value excluding VAT: £250,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 79822500 - Graphic design services
- 79930000 - Specialty design services
- 79800000 - Printing and related services

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

NUTS codes

- UKK - South West (England)

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

We are looking for a supplier to design and layout our members' handbook (324pp). We will devise the flatplan of the handbook, liaising with the chosen supplier on the design and layout. We will provide the copy while the supplier will use our image library to source appropriate images in response to overall handbook discussions and briefing. The supplier will also work closely with our content production team and the selected printer to prepare files for print, manage the colour and quality of the files, and press pass the handbook. At this point in time the handbook design is an annual activity – however we are considering moving towards a biennial model. On that basis there will be at least two handbook designs required during this period of contract – and while others may be required if the annual model continues – please be aware this may move to biennial during the specified contract. During 2024 we are introducing a refreshed brand identity (including new tone of voice, primary and secondary colour palette, photography and illustration guidelines) which means, coupled with the potential move to a biennial publication model, we are looking for fresh designs and potential format specifications that align with our new identity. Suppliers invited to the ITT stage will be given access to the new brand guidelines and assets to support their creative response. The chosen supplier for the 2025/26 handbook will be the first to produce the handbook in the new brand so this is an exciting time for the development and design of a key tool of our membership retention strategy. English Heritage appoint and manage the handbook printer through a separate framework and we expect the successful tenderer to work with English Heritage and their selected printer on tasks including artwork preparation, colour proofing and press passing. The initial term of contract will be 3 years, 7 months. There will be provision to extend by a further two periods of 1 year each so a maximum contract duration of five years, 7 months. The start date will be 15 July 2024 commencing with the 2025/26 issue, and the initial end date will be 29 February 2028. If we maintain the annual publication this will end with the 2027/28 issue. The option to extend for up to an additional 2 years would see the end dates of 28 February 2029, and 28 February 2030 accordingly. Each extension year will be agreed individually, and we reserve the right to change the frequency at any time during this contract.

### **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: £250,000

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

Duration in months

67

This contract is subject to renewal

Yes

Description of renewals

The service will be tendered periodically as required to meet future requirements - beyond those in this particular term and extension provision.

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

List and brief description of conditions

Details of selection criteria and the required response are detailed in the procurement pack.

#### **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**

Restricted 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

4 April 2024

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

29 April 2024

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

English Heritage

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Swindon

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Country

United Kingdom