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Tender

SPS 2359 - Publications Printing and Distribution Services

Royal Borough of Greenwich

F02: Contract notice

Notice identifier: 2022/S 000-007157

Procurement identifier (OCID): ocids-h6vhtk-03228f

Published 16 March 2022, 12:23pm

Section I: Contracting authority

I.1) Name and addresses

Royal Borough of Greenwich

3rd Floor, The Woolwich Centre, 35 Wellington Street, Woolwich

London

SE18 6HQ

Contact

Mr William Jabang

Email

william.jabang@royalgreenwich.gov.uk

Telephone

+44 2089212134

Country

United Kingdom

NUTS code

UKI51 - Bexley and Greenwich

Internet address(es)

Main address

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

Buyer's address

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

I.3) Communication

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

<https://royalgreenwich.proactishosting.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://royalgreenwich.proactishosting.com/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

SPS 2359 - Publications Printing and Distribution Services

Reference number

DN601281

II.1.2) Main CPV code

- 79810000 - Printing services

II.1.3) Type of contract

Services

II.1.4) Short description

Royal Greenwich invites tenders for contractors to provide Printing and Distribution Services [the Services]. This tender is divided into two lots and each lot will be awarded separately to the successful tenderer:

Lot 1 – Printing

Lot 2 – Distribution

Tenderers can tender for one or both lots

II.1.5) Estimated total value

Value excluding VAT: £1,710,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

II.2) Description

II.2.1) Title

Lot 1 - Print Production Services

Lot No

1

II.2.2) Additional CPV code(s)

- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKI51 - Bexley and Greenwich

II.2.4) Description of the procurement

The Royal Borough of Greenwich (RBG) would like to invite suppliers to submit tenders for the Provision of Publication Printing Services.

The aim of the procurement is to appoint a printing company to provide print reprographic and electronic publication services. The Service Provider will produce RBG publication Greenwich Info, in the format of a mini tabloid newspaper or standard tabloid on either a fortnightly, monthly or quarterly frequency.

RBG requires high quality print and reprographics company, particularly regarding photographs and colour definition to fulfil the needs of the council's printed communication, currently named "Greenwich Info".

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45

Price - Weighting: 55

II.2.6) Estimated value

Value excluding VAT: £600,000

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

Duration in months

36

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: Yes

Description of options

The Royal Borough of Greenwich reserves the right to extend the Contract for a period or periods of up to a further 24 months making a total possible contract period of 5 years.

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

Price is not the only award criterion and all criteria are stated in the procurement documents. Suppliers will be expected to deliver social value as part of the delivery of the contract.

II.2) Description

II.2.1) Title

Lot 2 - Publications Distribution Service

Lot No

2

II.2.2) Additional CPV code(s)

- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKI51 - Bexley and Greenwich

II.2.4) Description of the procurement

Royal Borough of Greenwich (RBG) is seeking a service provider that will carry out distribution of Greenwich Info.

Independent research carried out by MORI showed that one of the most effective ways a council can improve its image is to communicate through a regular Council publication.

The council is involved in this process and signed up to these principles and are fully committed to producing a publication that is delivered door to door and which:

- Provide unbiased, factual, useful and interesting information on the services they provide, as well as community news and stories from partner organisations.
- Encourage residents to play an active role in their communities.
- Facilitate access to RBG services by residents.
- Act as a vehicle for community engagement.
- Offer an opportunity for residents to feedback their views.
- Foster a sense of community spirit.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £1,110,000

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

Duration in months

36

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: Yes

Description of options

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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

As stated in the procurement documents

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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Details are in the procurement documents (ITT pack).

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

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

20 April 2022

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

20 April 2022

Local time

1:00pm

Place

The tenders will be opened at the Royal Borough of Greenwich offices.

Information about authorised persons and opening procedure

Council officers will be opening the tenders at the Royal Borough of Greenwich offices.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

This procurement will be managed electronically via the RBG Proactis e- tendering Suite. To participate in this procurement, participants shall first be registered on the eTendering Suite. If bidders have not yet registered on the eTendering Suite, this can be done online at <https://royalgreenwich.proactishosting.com/> and click on the tab 'supplier registration'. Note: registration may take some time, therefore, please ensure that you allow enough time to register. Full instructions for registration and use of the system can be found at <https://supplierhelp.due-north.com/> For technical assistance on use of the eSourcing Suite, please contact Proactis Helpdesk Freephone: 0345 0103503. Once registration is completed, the registered user will receive a notification email to alert them that this has been done. A registered user can express an interest for a specific procurement. This is done by looking at the opportunity's section and selecting the contract you want to tender for.

As a user of the e-Tendering Suite, you will have access to Proactis e-Portal email messaging service which facilitates all messages sent to you and from you in relation to any specific. Tender event. Please note it is your responsibility to access these emails on a regular basis to ensure you have sight of all relevant information applicable to this opportunity. All communications relating to this tender exercise must be via e-portal messaging system. No direct emails to officers will be answered unless you are having problems communicating through the portal. This process aims to improve audit trails as well as avoid duplication. Please note, social value considerations are included in this contract. Details are stated in the tender documents.

VI.4) Procedures for review

VI.4.1) Review body

High Court of England and Wales

1 Royal Courts of Justice, Strand

London

WC1A 2LL

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Cabinet Office

London

SW1A 2AS

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Royal Borough of Greenwich has incorporated a minimum 10 calendar day standstill period after notification to unsuccessful applicants of the award decision.

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

Royal Borough of Greenwich

35 Wellington St

London

SE18 6HQ

Country

United Kingdom