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Tender

## **ID 3248488 DfC NILGOSC - Design and Printing Services**

N I Local Government Officers' Superannuation Committee NILGOSC

F02: Contract notice

Notice identifier: 2021/S 000-007259

Procurement identifier (OCID): ocds-h6vhtk-02a3cc

Published 8 April 2021, 2:40pm

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

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

N I Local Government Officers' Superannuation Committee NILGOSC

411 Hollywood Road

BELFAST

BT4 2LP

#### **Email**

[SSDAdmin.CPD@finance-ni.gov.uk](mailto:SSDAdmin.CPD@finance-ni.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - UNITED KINGDOM

## **Internet address(es)**

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

## **I.3) Communication**

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

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etendersni.gov.uk/epps>

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**

General public services

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## **Section II: Object**

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

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

ID 3248488 DfC NILGOSC - Design and Printing Services

Reference number

ID 3248488

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

- 79800000 - Printing and related services

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

Services

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

NILGOSC wishes to appoint competent Contractors to provide a range of services across 3 Lots for the provision of Secure Print Services, General Print Services as well as Design and Print Management Services. The services required have been divided into the following 3 Lots. Each Lot will be evaluated and awarded separately, there is no limit to the number of Lots tenderers may bid for or be awarded. There will be a single Contractor for each Lot. Contractors will be required to deliver the requirements as set out in each of the Lots as set out in the Specification document. Lot 1 – Secure Printing – High Risk Lot 2 – Secure Printing and General Print Lot 3 – Design Services (including Design of the Annual Accounts with Print Services and Videography Services)

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

Value excluding VAT: £1,500,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

3

## **II.2) Description**

### **II.2.1) Title**

Lot 1 – Secure Printing – High Risk

Lot No

1

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

- 79810000 - Printing services
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services
- 79811000 - Digital printing services
- 79820000 - Services related to printing
- 79821000 - Print finishing services
- 79821100 - Proofreading services
- 79822400 - Lithographic services
- 79822500 - Graphic design services

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

NUTS codes

- UKN - NORTHERN IRELAND

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

NILGOSC wishes to appoint competent Contractors to provide a range of services across 3 Lots for the provision of Secure Print Services, General Print Services as well as Design and Print Management Services. The services required have been divided into the following 3 Lots. Each Lot will be evaluated and awarded separately, there is no limit to the number of Lots tenderers may bid for or be awarded. There will be a single Contractor for each Lot.

Contractors will be required to deliver the requirements as set out in each of the Lots as set out in the Specification document. Lot 1 – Secure Printing – High Risk Lot 2 – Secure Printing and General Print Lot 3 – Design Services (including Design of the Annual Accounts with Print Services and Videography Services)

### **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: £550,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Client may, with agreement of the contractor, extend the contract for any period up to and including 24 months

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Client may, with agreement of the contractor, extend the contract for any period up to and including 24 months

## **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**

The value in II.2.6 is an estimated value. Over the contract period NILGOSC has estimated costs for the Lot as per the breakdown below; these costs are exclusive of VAT and although are estimates they do not offer any guarantee of level of business.. . Lot 1 Print £180,000 Postage £370,000.

## **II.2) Description**

### **II.2.1) Title**

Lot 2 – Secure Printing and General Print

Lot No

2

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

- 79810000 - Printing services
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services
- 79811000 - Digital printing services
- 79820000 - Services related to printing
- 79821000 - Print finishing services
- 79821100 - Proofreading services
- 79822400 - Lithographic services
- 79822500 - Graphic design services

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

NUTS codes

- UKN - NORTHERN IRELAND

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

NILGOSC wishes to appoint competent Contractors to provide a range of services across 3 Lots for the provision of Secure Print Services, General Print Services as well as Design and Print Management Services. The services required have been divided into the following 3 Lots. Each Lot will be evaluated and awarded separately, there is no limit to the number of Lots tenderers may bid for or be awarded. There will be a single Contractor for each Lot. Contractors will be required to deliver the requirements as set out in each of the Lots as set out in the Specification document. Lot 1 – Secure Printing – High Risk Lot 2 – Secure Printing and General Print Lot 3 – Design Services (including Design of the Annual Accounts with Print Services and Videography Services)

## **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: £570,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Client may, with agreement of the contractor, extend the contract for any period up to and including 24 months

## **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Client may, with agreement of the contractor, extend the contract for any period up to and including 24 months

### **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**

The value in II.2.6 is an estimated value. Over the contract period NILGOSC has estimated costs for the Lot as per the breakdown below; these costs are exclusive of VAT and although are estimates they do not offer any guarantee of level of business.. . . Lot 2 Print £270,000  
Postage £300,000

## **II.2) Description**

### **II.2.1) Title**

Lot 3 – Design Services (including Design of the Annual Accounts with Print Services and Videography Services)

Lot No

3

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

- 79810000 - Printing services
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services
- 79811000 - Digital printing services



- 79820000 - Services related to printing
- 79821000 - Print finishing services
- 79821100 - Proofreading services
- 79822400 - Lithographic services
- 79822500 - Graphic design services

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

NUTS codes

- UKN - NORTHERN IRELAND

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

NILGOSC wishes to appoint competent Contractors to provide a range of services across 3 Lots for the provision of Secure Print Services, General Print Services as well as Design and Print Management Services. The services required have been divided into the following 3 Lots. Each Lot will be evaluated and awarded separately, there is no limit to the number of Lots tenderers may bid for or be awarded. There will be a single Contractor for each Lot. Contractors will be required to deliver the requirements as set out in each of the Lots as set out in the Specification document. Lot 1 – Secure Printing – High Risk Lot 2 – Secure Printing and General Print Lot 3 – Design Services (including Design of the Annual Accounts with Print Services and Videography Services)

### **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: £230,000

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

The Client may, with agreement of the contractor, extend the contract for any period up to and including 24 months

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The Client may, with agreement of the contractor, extend the contract for any period up to and including 24 months

#### **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**

The value in II.2.6 is an estimated value. Over the contract period NILGOSC has estimated costs for the Lot as per the breakdown below; these costs are exclusive of VAT and although are estimates they do not offer any guarantee of level of business... Lot 3 £230,000

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **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.1.8) 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

10 May 2021

Local time

3:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 8 August 2021

#### **IV.2.7) Conditions for opening of tenders**

Date

10 May 2021

Local time

3:30pm

Information about authorised persons and opening procedure

Only CPD Procurement Staff with access to the project on eTendersNI

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Following the expiry of this contract

### **VI.3) Additional information**

The successful Contractor's performance on this Contract will be managed as per the specification and regularly monitored (see. Procurement Guidance Note 01/12 - Contract Management - Procedures and Principles). Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. . . If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a Notice of Unsatisfactory Performance and this Contract may be terminated. A central register of such Notices for supplies and services contracts will be maintained and published on the CPD website. . . Any contractor in receipt of a Notice of Unsatisfactory Performance will be required to declare this in future tender submissions for a period of three years from the date of issue of the Notice. It may also result in the contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy... The Authority expressly reserves the rights: . . (I). not to award any contract as a result of the procurement process commenced by publication of this notice; (II). to make whatever changes it may see fit to the content and structure of the tendering Competition; (III). to award (a) contract(s) in respect of any part(s) of the [services] covered by this notice; and (IV). to award contract(s) in stages. . . and in no circumstances will the Authority be liable for any costs incurred by candidates..

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

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

The UK does not have a special review body with responsibility for appeal/mediation

procedures in public procurement competitions. Any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR 2015 as amended

Belfast

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 (as amended). and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for the unsuccessful tenderers to challenge the award decision before the contract is entered into