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Tender

## **DfC Printed Material**

Department for Communities

F02: Contract notice

Notice identifier: 2021/S 000-008746

Procurement identifier (OCID): ocds-h6vhtk-02a99b

Published 23 April 2021, 2:04pm

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

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

Department for Communities

c/o/ CPD Supplies and Services Division, 303 Airport Road West

BELFAST

BT3 9ED

#### **Email**

[justice.cpd@finance-ni.gov.uk](mailto:justice.cpd@finance-ni.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

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

Main address

<https://www.communities-ni.gov.uk/>

Buyer's address

<https://www.finance-ni.gov.uk/topics/procurement>

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

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

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

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/home.do>

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**

DfC Printed Material

Reference number

ID3483045

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

- 79810000 - Printing services

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

Services

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

The Department for Communities (DfC) provides services through a network of thirty-six Jobs and Benefits Offices. It has centralised benefit offices in Belfast, a pension centre in Carlisle House, Londonderry as well as a number of support branches. It is responsible for the management of Social Security benefits, providing advice, information and help to the public and employers on the whole range of benefits and other services. The DfC requires a single Contractor to provide a Service for the provision of printed material to support the operation of the following business areas within DfC: • Working Age Services Directorate; • Pensions, Disability, Benefit Security and Debt Directorate; • Guidance, Learning and Development Branch; • Debt Management; • Benefit Fraud and Compliance; • Finance Change; • Universal Credit; • Make the Call Wraparound Service; • Standards Assurance Unit; and • Pension Centre. The contract has 1 main area: • Print materials and delivery of them to a specified location in Northern Ireland and/or Great Britain A single supplier will be appointed the Prime Contractor and will be responsible for managing and delivering the entire service. However, suppliers may utilise sub-Contractors to provide certain components as they see fit. DfC printed material forms the basis of the various communications and instructions issued both within the DfC and externally to its customers. It is the main avenue through which customers apply for Social Security benefits. Legislation dictates that the DfC has to have a supply of its printed material available in a specific format by a specific date in specified outlets, including outlets in Great Britain (GB). The distribution of printed material within the DfC is demand led and therefore difficult to forecast. This means it is necessary to store forms for quick distribution to business areas. There are also occasions when a Government initiative is launched which results in an abnormal and urgent demand for the supply of printed material. In contrast, other Government initiatives may lead to the removal of the need for certain materials such as application forms which could move wholly or partially on-line. There can be no guarantee of printed material volumes or continuity of a particular form. Neither CPD nor the DfC can give any guarantee as to the volume of work commissioned during the contract period.

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

Value excluding VAT: £2,500,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79810000 - Printing services

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

NUTS codes

- UKN - Northern Ireland

Main site or place of performance

A range of client and external locations as stated in the specification of requirements.

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

The Department for Communities (DfC) provides services through a network of thirty-six Jobs and Benefits Offices. It has centralised benefit offices in Belfast, a pension centre in Carlisle House, Londonderry as well as a number of support branches. It is responsible for the management of Social Security benefits, providing advice, information and help to the public and employers on the whole range of benefits and other services. The DfC requires a single Contractor to provide a Service for the provision of printed material to support the operation of the following business areas within DfC: • Working Age Services Directorate; • Pensions, Disability, Benefit Security and Debt Directorate; • Guidance, Learning and Development Branch; • Debt Management; • Benefit Fraud and Compliance; • Finance Change; • Universal Credit; • Make the Call Wraparound Service; • Standards Assurance Unit; and • Pension Centre. The contract has 1 main area: • Print materials and delivery of them to a specified location in Northern Ireland and/or Great Britain A single supplier will be appointed the Prime Contractor and will be responsible for managing and delivering the entire service. However, suppliers may utilise sub-Contractors to provide certain components as they see fit. DfC printed material forms the basis of the various communications and instructions issued both within the DfC and externally to its customers. It is the main avenue through which customers apply for Social Security benefits. Legislation dictates that the DfC has to have a supply of its printed material available in a specific format by a specific date in specified outlets, including outlets in Great Britain (GB). The distribution of printed material within the DfC is demand led and therefore difficult to forecast. This means it is necessary to store forms for quick distribution to business areas. There are also occasions when a Government initiative is launched which results in an abnormal and urgent demand for the supply of printed material. In contrast, other Government initiatives may lead to the removal of the need for certain materials such as application forms which could move wholly or partially on-line. There can be no guarantee of printed material volumes or continuity of a particular form. Neither CPD nor the DfC can give any guarantee as to the volume of work commissioned during the contract period.

### **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: £2,500,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

3 years (initial period) + 2 years (extension option)

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

Variants will be accepted: No

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

Options: Yes

Description of options

3 years (initial period) + 2 years (extension option)

### **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.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

## **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

28 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: 26 August 2021

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

Date

28 May 2021

Local time

3:30pm

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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 estimated contract value is a broad estimate only and includes additional quantum for unforeseen demand. There is no guarantee of any level of business under this contract. The estimate is not deemed to be a condition of contract nor a guarantee of minimum demand or uptake. No compensation will be payable to a contractor should the actual demand be less than that stated. . Since this is a demand-led requirement, neither CPD nor the Department for Communities can provide any guarantee as to the level of business under this contract. . Contract monitoring: the successful contractor's performance on the contract will be regularly monitored. 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 written warning and notice of unsatisfactory performance and this contract may be terminated. The issue of a notice of written warning and notice of unsatisfactory performance will 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 for a period of up to 12 months from the date of issue of the notice. 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 under 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 any special review body with responsibility for appeal/mediation procedures in public procurement.

The UK does not have any special review body with responsibility for appeal/mediation procedures in

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