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Contract

## **Approved Supplier List (ASL) for Printing Services and the Supply of Signage Services for the Isle of Wight Council**

Isle of Wight Council

F03: Contract award notice

Notice identifier: 2024/S 000-009935

Procurement identifier (OCID): ocds-h6vhtk-03e3ce

Published 26 March 2024, 6:37pm

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

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

Isle of Wight Council

County Hall, High Street

Newport

PO30 1UD

#### **Contact**

Mrs Vanessa Squibb

#### **Email**

[vanessa.squibb@iow.gov.uk](mailto:vanessa.squibb@iow.gov.uk)

#### **Telephone**

+44 1983821000

#### **Country**

United Kingdom

**Region code**

UKJ34 - Isle of Wight

**Internet address(es)**

Main address

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

Buyer's address

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

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Approved Supplier List (ASL) for Printing Services and the Supply of Signage Services for the Isle of Wight Council

Reference number

DN605488

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

- 79820000 - Services related to printing

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

Services

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

The Isle of Wight Council (“the Authority”) invited Tenders from suitably qualified suppliers (“Potential Suppliers”) for the provision of an Approved Supplier List (ASL) for Printing Services and the Supply of Signage Services for the Isle of Wight Council.

This procurement followed the OPEN under the Public Contract Regulations 2015. The Open procedure is a one stage procurement process which covers both selection criteria and award criteria. An Open procedure means that any organisation can respond to the advertised Contract Notice, download the tender pack and submit a tender. All tenders must be evaluated in line with the methodology and criteria set out in the tender pack. This procurement is being called an Approved Supplier List but is being set up utilising the structure of a framework agreement in accordance with regulation 33 of the Public Contract Regulation. The ASL is a Framework Agreement. A framework agreement can be defined as “a general term for agreements with suppliers which set out the terms and conditions under which specific purchases can be made throughout the term of the agreement”.

The Services under this ASL will include:

- Short-run, quick turnaround reprographic printing.
- Lithographic printing.

- Specialist printing (eg, stickers).
- Large format printing.
- Various forms of signage including, but not limited to, Corporate Building Signage, Parking, Rights of Way, Licensing and Recreation Leisure and Public Spaces.

This procurement will ensure the Authority obtains the best value for its printing and signage requirements.

This opportunity was divided into three lots with two sub lots. A “lot” is defined as a grouping of similar services that a single procurement process has been split into. Please see the details below.

#### LOT 1 – PROVISION OF REPROGRAPHIC PRINTING

#### LOT 2 – SUPPLY OF SIGNAGE SERVICES

#### LOT 3 – LITHOGRAPHIC, SPECIALIST, LARGE FORMAT, ADDITIONAL REPROGRAPHIC PRINTING SERVICES AND MISCELLANEOUS SIGNAGE SERVICES (NOT COVERED IN LOT 2)

Sub Lot 3a is for lithographic, specialist and additional reprographic and large format printing. Including but not limited to, bulk printing of leaflets, mailshots, flyers and posters. Specialist printing may encompass items such as stickers, folders, as well as jobs with unusual folds, non-standard cuts, spot laminates and pantone process printing. Large format covers posters, banners, temporary signage, display systems and banners, and vehicle graphics.

Sub Lot 3b is for miscellaneous signage requirements not covered in Lot 2.

The Potential Supplier can submit bids for Lot 1, Lot 2, Sub Lot 3a and/or Sub Lot 3b in any combination. Bids for only part of Lot 1 or Lot 2 will be rejected.

The term of the Approved Supplier List Agreement shall be 3 years with the option to extend for up to a further 12 months at the sole discretion of the Authority.

Potential Suppliers should note that this is a non-exclusive Approved Supplier List and that no guarantee can be given with regard to the volume or value of work under any of the lots.

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

This contract is divided into lots: Yes

### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £230,000

## **II.2) Description**

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

LOT 1 – PROVISION OF REPROGRAPHIC PRINTING

Lot No

1

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

- 79800000 - Printing and related services

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

NUTS codes

- UKJ34 - Isle of Wight

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

The Isle of Wight Council (“the Authority”) invited Tenders from suitably qualified suppliers (“Potential Suppliers”) for the provision of an Approved Supplier List (ASL) for Printing Services and the Supply of Signage Services for the Isle of Wight Council.

This procurement followed the OPEN under the Public Contract Regulations 2015. The Open procedure is a one stage procurement process which covers both selection criteria and award criteria. An Open procedure means that any organisation can respond to the advertised Contract Notice, download the tender pack and submit a tender. All tenders must be evaluated in line with the methodology and criteria set out in the tender pack. This procurement is being called an Approved Supplier List but is being set up utilising the structure of a framework agreement in accordance with regulation 33 of the Public Contract Regulation. The ASL is a Framework Agreement. A framework agreement can be defined as “a general term for agreements with suppliers which set out the terms and conditions under which specific purchases can be made throughout the term of the agreement”.

The Services under this ASL will include:

- Short-run, quick turnaround reprographic printing.

- Lithographic printing.
- Specialist printing (eg, stickers).
- Large format printing.
- Various forms of signage including, but not limited to, Corporate Building Signage, Parking, Rights of Way, Licensing and Recreation Leisure and Public Spaces.

This procurement will ensure the Authority obtains the best value for its printing and signage requirements.

This opportunity was divided into three lots with two sub lots. A “lot” is defined as a grouping of similar services that a single procurement process has been split into. Please see the details below.

#### LOT 1 – PROVISION OF REPROGRAPHIC PRINTING

This lot is for reprographic printing. Including but not limited to, committee papers, mailings, reports, short run leaflets, posters and flyers.

This is a non-exclusive, single supplier lot.

The Authority reserves the right to use an alternative route to market during the life of the ASL if it is deemed to be appropriate.

The term of the Approved Supplier List Agreement shall be 3 years with the option to extend for up to a further 12 months at the sole discretion of the Authority.

Potential Suppliers should note that this is a non-exclusive Approved Supplier List and that no guarantee can be given with regard to the volume or value of work under any of the lots.

#### **II.2.5) Award criteria**

Quality criterion - Name: 1a) Standard Process – Efficient provision / Weighting: 7

Quality criterion - Name: 1b) Standard Process – quality management / Weighting: 7

Quality criterion - Name: 1c) Standard Process – meeting specification / Weighting: 3

Quality criterion - Name: 1d) Standard Process – business continuity / Weighting: 3

Quality criterion - Name: 2) Secure Printing Process / Weighting: 3

Quality criterion - Name: 3) Artwork and GDPR / Weighting: 3

Quality criterion - Name: 4) Deliveries / Weighting: 3

Quality criterion - Name: 5) Management and Communication / Weighting: 3

Quality criterion - Name: 6) Samples / Weighting: 16

Quality criterion - Name: 7) Added Value and Innovation / Weighting: 2

Quality criterion - Name: 1) Social Value / Weighting: 10

Quality criterion - Name: 2) Climate, Environment and UNESCO Biosphere Impact / Weighting: 5

Price - Weighting: 35

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

Options: Yes

Description of options

The term of the Approved Supplier List Agreement shall be 3 years with the option to extend for up to a further 12 months at the sole discretion of the Authority.

#### **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**

There is no guarantee of value or volume of work and any values given are estimated over the whole contract term including the possible extension period.

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

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

LOT 2 – SUPPLY OF SIGNAGE SERVICES

Lot No

2

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

- 34992000 - Signs and illuminated signs

**II.2.3) Place of performance**

NUTS codes

- UKJ34 - Isle of Wight

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

The Isle of Wight Council (“the Authority”) invited Tenders from suitably qualified suppliers (“Potential Suppliers”) for the provision of an Approved Supplier List (ASL) for Printing Services and the Supply of Signage Services for the Isle of Wight Council.

This procurement followed the OPEN under the Public Contract Regulations 2015. The Open procedure is a one stage procurement process which covers both selection criteria and award criteria. An Open procedure means that any organisation can respond to the advertised Contract Notice, download the tender pack and submit a tender. All tenders must be evaluated in line with the methodology and criteria set out in the tender pack. This procurement is being called an Approved Supplier List but is being set up utilising the structure of a framework agreement in accordance with regulation 33 of the Public Contract Regulation. The ASL is a Framework Agreement. A framework agreement can be defined as “a general term for agreements with suppliers which set out the terms and conditions under which specific purchases can be made throughout the term of the agreement”.

The Services under this ASL will include:

- Short-run, quick turnaround reprographic printing.
- Lithographic printing.
- Specialist printing (eg, stickers).
- Large format printing.
- Various forms of signage including, but not limited to, Corporate Building Signage, Parking, Rights of Way, Licensing and Recreation Leisure and Public Spaces.

This procurement will ensure the Authority obtains the best value for its printing and signage requirements.

This opportunity was divided into three lots with two sub lots. A “lot” is defined as a grouping of similar services that a single procurement process has been split into. Please see the details below.

## LOT 2 – SUPPLY OF SIGNAGE SERVICES

This lot will cover forms of signage including, but not limited to, Corporate Building Signage, Parking, Rights of Way, Licensing and Recreation Leisure and Public Spaces. Although we are unable to quantify the number or type of signs the specification document provides further details of our requirements. Some signs will be required on ‘supply only’ basis and others will require installation.

This is a non-exclusive, single supplier lot.

The Authority reserves the right to use an alternative route to market during the life of the ASL if it is deemed to be appropriate.

The term of the Approved Supplier List Agreement shall be 3 years with the option to extend for up to a further 12 months at the sole discretion of the Authority.

Potential Suppliers should note that this is a non-exclusive Approved Supplier List and that no guarantee can be given with regard to the volume or value of work under any of the lots.

### **II.2.5) Award criteria**

Quality criterion - Name: 1) Methodology / Weighting: 10

Quality criterion - Name: 2) Installation of Signs – Health and Safety / Weighting: 10

Quality criterion - Name: 3) Management and Communication / Weighting: 10

Quality criterion - Name: 4) Added Value / Weighting: 5

Quality criterion - Name: 1) Social Value / Weighting: 10

Quality criterion - Name: 2) Climate, Environment and UNESCO Biosphere Impact / Weighting: 5

Price - Weighting: 50

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

Options: Yes

Description of options

The term of the Approved Supplier List Agreement shall be 3 years with the option to extend for up to a further 12 months at the sole discretion of the Authority.

### **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**

There is no guarantee of value or volume of work and any values given are estimated over the whole contract term including the possible extension period.

## **II.2) Description**

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

Sub Lot 3a – Lithographic, specialist, large format and additional reprographic printing services

Lot No

3a

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

- 79800000 - Printing and related services

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

NUTS codes

- UKJ34 - Isle of Wight

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

The Isle of Wight Council (“the Authority”) invited Tenders from suitably qualified suppliers (“Potential Suppliers”) for the provision of an Approved Supplier List (ASL) for Printing Services and the Supply of Signage Services for the Isle of Wight Council.

This procurement followed the OPEN under the Public Contract Regulations 2015. The Open procedure is a one stage procurement process which covers both selection criteria and award criteria. An Open procedure means that any organisation can respond to the advertised Contract Notice, download the tender pack and submit a tender. All tenders

must be evaluated in line with the methodology and criteria set out in the tender pack. This procurement is being called an Approved Supplier List but is being set up utilising the structure of a framework agreement in accordance with regulation 33 of the Public Contract Regulation. The ASL is a Framework Agreement. A framework agreement can be defined as “a general term for agreements with suppliers which set out the terms and conditions under which specific purchases can be made throughout the term of the agreement”.

The Services under this ASL will include:

- Short-run, quick turnaround reprographic printing.
- Lithographic printing.
- Specialist printing (eg, stickers).
- Large format printing.
- Various forms of signage including, but not limited to, Corporate Building Signage, Parking, Rights of Way, Licensing and Recreation Leisure and Public Spaces.

This procurement will ensure the Authority obtains the best value for its printing and signage requirements.

This opportunity was divided into three lots with two sub lots. A “lot” is defined as a grouping of similar services that a single procurement process has been split into. Please see the details below.

### LOT 3 – LITHOGRAPHIC, SPECIALIST, LARGE FORMAT, ADDITIONAL REPROGRAPHIC PRINTING SERVICES AND MISCELLANEOUS SIGNAGE SERVICES (NOT COVERED IN LOT 2)

Sub Lot 3a is for lithographic, specialist and additional reprographic and large format printing. Including but not limited to, bulk printing of leaflets, mailshots, flyers and posters. Specialist printing may encompass items such as stickers, folders, as well as jobs with unusual folds, non-standard cuts, spot laminates and pantone process printing. Large format covers posters, banners, temporary signage, display systems and banners, and vehicle graphics.

Both Sub Lot 3a and Sub Lot 3b are non-exclusive, multiple supplier lots.

Sub Lot 3a will have no limit to the number of suppliers providing a score of 39 or more is achieved in the tender evaluation.

The term of the Approved Supplier List Agreement shall be 3 years with the option to extend for up to a further 12 months at the sole discretion of the Authority.

Potential Suppliers should note that this is a non-exclusive Approved Supplier List and that no guarantee can be given with regard to the volume or value of work under any of the lots.

### **II.2.5) Award criteria**

Quality criterion - Name: 1a) Standard Process – Efficient provision / Weighting: 7

Quality criterion - Name: 1b) Standard Process – quality management / Weighting: 7

Quality criterion - Name: 1c) Standard Process – meeting specification / Weighting: 3

Quality criterion - Name: 1d) Standard Process – business continuity / Weighting: 3

Quality criterion - Name: 2) Secure Printing Process / Weighting: 3

Quality criterion - Name: 3) Artwork and GDPR / Weighting: 3

Quality criterion - Name: 4) Deliveries / Weighting: 3

Quality criterion - Name: 5) Management and Communication / Weighting: 3

Quality criterion - Name: 6) Samples / Weighting: 16

Quality criterion - Name: 7) Added Value and Innovation / Weighting: 2

Quality criterion - Name: 1) Social Value / Weighting: 10

Quality criterion - Name: 2) Climate, Environment and UNESCO Biosphere Impact / Weighting: 5

Price - Weighting: 35

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

Options: Yes

Description of options

The term of the Approved Supplier List Agreement shall be 3 years with the option to extend for up to a further 12 months at the sole discretion of the Authority.

### **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**

There is no guarantee of value or volume of work and any values given are estimated over the whole contract term including the possible extension period.

## **II.2) Description**

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

Sub Lot 3b – Miscellaneous signage services (not covered in Lot 2)

Lot No

3b

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

- 34992000 - Signs and illuminated signs

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

NUTS codes

- UKJ34 - Isle of Wight

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

The Isle of Wight Council (“the Authority”) invited Tenders from suitably qualified suppliers (“Potential Suppliers”) for the provision of an Approved Supplier List (ASL) for Printing Services and the Supply of Signage Services for the Isle of Wight Council.

This procurement followed the OPEN under the Public Contract Regulations 2015. The Open procedure is a one stage procurement process which covers both selection criteria and award criteria. An Open procedure means that any organisation can respond to the advertised Contract Notice, download the tender pack and submit a tender. All tenders must be evaluated in line with the methodology and criteria set out in the tender pack. This procurement is being called an Approved Supplier List but is being set up utilising the structure of a framework agreement in accordance with regulation 33 of the Public Contract Regulation. The ASL is a Framework Agreement. A framework agreement can be defined as “a general term for agreements with suppliers which set out the terms and conditions under which specific purchases can be made throughout the term of the

agreement”.

The Services under this ASL will include:

- Short-run, quick turnaround reprographic printing.
- Lithographic printing.
- Specialist printing (eg, stickers).
- Large format printing.
- Various forms of signage including, but not limited to, Corporate Building Signage, Parking, Rights of Way, Licensing and Recreation Leisure and Public Spaces.

This procurement will ensure the Authority obtains the best value for its printing and signage requirements.

This opportunity was divided into three lots with two sub lots. A “lot” is defined as a grouping of similar services that a single procurement process has been split into. Please see the details below.

LOT 1 – PROVISION OF REPROGRAPHIC PRINTING

LOT 2 – SUPPLY OF SIGNAGE SERVICES

LOT 3 – LITHOGRAPHIC, SPECIALIST, LARGE FORMAT, ADDITIONAL REPROGRAPHIC PRINTING SERVICES AND MISCELLANEOUS SIGNAGE SERVICES (NOT COVERED IN LOT 2)

Sub Lot 3b is for miscellaneous signage requirements not covered in Lot 2.

Both Sub Lot 3a and Sub Lot 3b are non-exclusive, multiple supplier lots.

Sub Lot 3b will have up to six suppliers per Service on this Lot and suppliers may supply one or more of the services under this lot providing a minimum threshold of 30 or more is achieved in the tender evaluation.

The term of the Approved Supplier List Agreement shall be 3 years with the option to extend for up to a further 12 months at the sole discretion of the Authority.

Potential Suppliers should note that this is a non-exclusive Approved Supplier List and that no guarantee can be given with regard to the volume or value of work under any of the lots.

### **II.2.5) Award criteria**

Quality criterion - Name: 1) Methodology / Weighting: 10

Quality criterion - Name: 2) Installation of Signs – Health and Safety / Weighting: 10

Quality criterion - Name: 3) Management and Communication / Weighting: 10

Quality criterion - Name: 4) Added Value / Weighting: 5

Quality criterion - Name: 1) Social Value / Weighting: 10

Quality criterion - Name: 2) Climate, Environment and UNESCO Biosphere Impact / Weighting: 5

Price - Weighting: 50

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

Options: Yes

Description of options

The term of the Approved Supplier List Agreement shall be 3 years with the option to extend for up to a further 12 months at the sole discretion of the Authority.

### **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**

There is no guarantee of value or volume of work and any values given are estimated over the whole contract term including the possible extension period.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-020940](#)

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## **Section V. Award of contract**

### **Lot No**

1

### **Title**

LOT 1 – PROVISION OF REPROGRAPHIC PRINTING

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

29 November 2023

#### **V.2.2) Information about tenders**

Number of tenders received: 3

Number of tenders received from SMEs: 2

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Isle of Wight NHS Trust

Newport

PO30 5TG

Country

United Kingdom

NUTS code

- UKJ34 - Isle of Wight

The contractor is an SME

No

**V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £180,000

Total value of the contract/lot: £180,000

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**Section V. Award of contract**

**Lot No**

2

**Title**

LOT 2 – SUPPLY OF SIGNAGE SERVICES

A contract/lot is awarded: Yes

**V.2) Award of contract**

**V.2.1) Date of conclusion of the contract**

29 November 2023

**V.2.2) Information about tenders**

Number of tenders received: 3

Number of tenders received from SMEs: 3

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Indigo Graphics Ltd

Newport

PO30 5XE

Country

United Kingdom

NUTS code

- UKJ34 - Isle of Wight

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £50,000

Total value of the contract/lot: £50,000

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**Section V. Award of contract**

**Lot No**

3b

## **Title**

Sub Lot 3b – Miscellaneous signage services (not covered in Lot 2)

A contract/lot is awarded: Yes

## **V.2) Award of contract**

### **V.2.1) Date of conclusion of the contract**

29 November 2023

### **V.2.2) Information about tenders**

Number of tenders received: 2

Number of tenders received from SMEs: 2

The contract has been awarded to a group of economic operators: No

### **V.2.3) Name and address of the contractor**

Indigo Graphics Ltd

Newport

PO30 5XE

Country

United Kingdom

NUTS code

- UKJ34 - Isle of Wight

The contractor is an SME

Yes

### **V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £50,000

Total value of the contract/lot: £50,000

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## **Section V. Award of contract**

### **Lot No**

3b

### **Title**

Sub Lot 3b – Miscellaneous signage services (not covered in Lot 2)

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

29 November 2023

#### **V.2.2) Information about tenders**

Number of tenders received: 2

Number of tenders received from SMEs: 2

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

DMA Signs Limited

Leatherhead

KT22 7SU

Country

United Kingdom

NUTS code

- UKJ34 - Isle of Wight

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £50,000

Total value of the contract/lot: £50,000

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**Section V. Award of contract**

**Lot No**

3a

**Title**

Sub Lot 3a – Lithographic, specialist, large format and additional reprographic printing services

A contract/lot is awarded: No

**V.1) Information on non-award**

The contract/lot is not awarded

Other reasons (discontinuation of procedure)

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## **Section VI. Complementary information**

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

The estimated total combined value for Lot 1 and sub lot 3 a is £180000.00. The estimated total combined value for Lot 2 and sub lot 3 b is £50000.00

There is no guarantee of value or volume of work and any values given are estimated over the whole contract term including the possible extension period.

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

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

The High Court

London

Country

United Kingdom