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Tender

Print Management

Coventry University

F02: Contract notice

Notice identifier: 2023/S 000-009975

Procurement identifier (OCID): ocds-h6vhtk-03bcd4

Published 5 April 2023, 2:22pm

Section I: Contracting authority

I.1) Name and addresses

Coventry University

Priory Street

COVENTRY

CV15FB

Email

AE0082@coventry.ac.uk

Country

United Kingdom

Region code

UKG33 - Coventry

Companies House

07781274

Internet address(es)

Main address

www.coventry.ac.uk

I.3) Communication

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

<https://in-tendhost.co.uk/coventryuniversity/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/coventryuniversity/>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Print Management

Reference number

FRAM-873-23-SC

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

We are undertaking this process to tender for printing services in order to service the needs of the Coventry University Group. Deliverables include large scale print and high-quality assets, e.g., prospectus.

The ITT will be divided into five lots:

1. Lot 1 - Digital Print (Midlands) - fast turnaround, tactical assets
2. Lot 2 - Digital Print (London & the South) - fast turnaround, tactical assets
3. Lot 3 - Digital Print (Scarborough) - fast turnaround, tactical assets
4. Lot 4 - High Quality Litho Print - high quality print with longer lead times
5. Lot 5 - Large scale, banners, signage and external

An Agreement for each Lot (Lots 1-5) will be awarded for a duration of three years, with an option for Coventry University Group, at its discretion, to elect to extend the term of the Agreement for a further two years (1+1 years). For the avoidance of doubt, the term of the Agreement shall not exceed a maximum of five years.

Copy of the documents can be found on URL <https://intendhost.co.uk/coventryuniversity.aspx/Home>.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lot 1 - Digital Print (Midlands)

Lot No

1

II.2.2) Additional CPV code(s)

- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UKG - West Midlands (England)

II.2.4) Description of the procurement

The requirements for this lot are primarily speed of delivery at the best quality achievable via digital print. The type of jobs put through these suppliers will tend to be short runs and cover things like event flyers, visitor guides and posters.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

one plus one years

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2) Description

II.2.1) Title

Digital Print for London & the South

Lot No

2

II.2.2) Additional CPV code(s)

- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

II.2.4) Description of the procurement

The requirements for this lot are primarily speed of delivery at the best quality achievable via digital print. The type of jobs put through these suppliers will tend to be short runs and cover things like event flyers, visitor guides and posters.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

One plus one years

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2) Description

II.2.1) Title

Digital Print for Scarborough

Lot No

3

II.2.2) Additional CPV code(s)

- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UKE2 - North Yorkshire

II.2.4) Description of the procurement

The requirements for this lot are primarily speed of delivery at the best quality achievable via digital print. The type of jobs put through these suppliers will tend to be short runs and cover things like event flyers, visitor guides and posters.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

One plus one years

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2) Description

II.2.1) Title

High Quality Litho

Lot No

4

II.2.2) Additional CPV code(s)

- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The requirements for this lot are high quality production of business-as-usual marketing materials - these are key documents like prospectuses, annual reports and multi-page brochures. We would like suppliers to secure us the best price for paper by ordering ahead, based on the longer lead times allowed for this type of print.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

One plus one years

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2) Description

II.2.1) Title

Large scale and external

Lot No

5

II.2.2) Additional CPV code(s)

- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The requirements for this lot are the production, delivery and where appropriate, installation of larger items like hoarding covers, large scale vinyl installations, physical signage and pop-up banners.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

One plus one years

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

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

8 May 2023

Local time

12:00pm

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: 3 July 2026

IV.2.7) Conditions for opening of tenders

Date

8 May 2023

Local time

12:01pm

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

Coventry University

Portal House

Coventry

CV1 2NT

Country

United Kingdom