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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](mailto:AE0082@coventry.ac.uk)

#### **Country**

United Kingdom

#### **Region code**

UKG33 - Coventry

#### **Companies House**

07781274

**Internet address(es)**

Main address

[www.coventry.ac.uk](http://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

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## **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

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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

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

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## **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