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Tender

Catalogue Printing, Associated Paper and Mailing Services - Y22003

Kent County Council (t/a KCS)

F02: Contract notice

Notice identifier: 2021/S 000-010285

Procurement identifier (OCID): ocds-h6vhtk-02af9e

Published 11 May 2021, 2:41pm

Section I: Contracting authority

I.1) Name and addresses

Kent County Council (t/a KCS)

Head Office, 1 Abbey Wood Group, Kings Hill

West Malling

ME19 4YT

Contact

Mr Ian Day

Email

csgprocurement@cs ltd.org.uk

Telephone

+44 1622236697

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://www.commercialservices.org.uk>

Buyer's address

<http://www.commercialservices.org.uk>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://procontract.due-north.com/Advert/Index?advertId=f01b0c53-59b2-eb11-810c-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=f01b0c53-59b2-eb11-810c-005056b64545>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Catalogue Printing, Associated Paper and Mailing Services - Y22003

Reference number

DN543247

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.1.3) Type of contract

Services

II.1.4) Short description

The printing of KCS' annual product catalogues, the supply of associated printing paper and subsequent mailing services of finalised catalogues to KCS customers

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The contract Authority may combine Lots 1 and 2 to create a combined paper supply and print agreement (see LOT 3).

In such an event lots 1 and 2 will not be awarded

II.2) Description

II.2.1) Title

Catalogue Production (print)

Lot No

1

II.2.2) Additional CPV code(s)

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

KCS catalogues are full colour publications with A4 sized pages.

(The Suppliers should note that KCS reserves the right to change the size, page count and orientation of catalogues to those stated. In such and event the Contracting Authority shall agree a revised costing that shall apply to said work)

a) The current KCS catalogue has approximately 1512pgs plus laminated board cover which includes full colour photos, descriptions of all products and is Perfect Bound Portrait.

b) The current KCS International catalogue has approximately 1512pgs plus laminated board cover which includes full colour photos, descriptions of all products and is Perfect Bound Portrait.

c) The current Early Years catalogue has approximately 432pgs plus laminated board cover which includes full colour photos, descriptions of all products and is Perfect Bound Portrait.

Catalogue Quantities

The estimated quantities and pages (based on our 2021 production) required for each catalogue are:

KCS Catalogue 1512pgs 15,000 copies

KCS International Catalogue 1512pgs 5,000 copies

Early Years Catalogue 432pgs 3,000 copies

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

48

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

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) Description

II.2.1) Title

Paper for Catalogues

Lot No

2

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This Lot relates to the purchase by the Contracting Authority of paper for its catalogue print requirements.

The Contracting Authority will procure the paper and the Supplier will deliver to the Authorities nominated printer. The Authority may allow the nominated printer to order directly on its behalf, in such an event the Contracting Authority will advise both Supplier and Printer of the type, specification and pricing

Paper specification

Paper to be considered under this agreement should have the following or similar characteristics:

Text

Weight between 50 – 90gsm

Gloss, Silk or Matt (or equivalent)

Available in reels 1980mm, 1584mm, 792mm

Whiteness will be taken into consideration

Covers

Weight between 250 – 350gsm

Gloss, Silk or Matt (or equivalent)

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

48

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

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) Description

II.2.1) Title

Combined Print and Paper supply

Lot No

3

II.2.2) Additional CPV code(s)

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This Lot is a combination of Lots 1 and 2 as detail above.

The full requirements of these Lots will remain unchanged with the exception of the following:

The Supplier shall provide both full print requirements plus the required paper as per the specification stated and agreed.

The Supplier will operate an open book policy in respect of Paper supply

The supplier shall be totally responsible for ensuring the paper supply is in accordance with the specification, is damage free and fit for purpose.

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

48

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

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

This Lot, if selected as the appropriate will negate the use of Lots 1 and 2.

II.2) Description

II.2.1) Title

Mailing Services

Lot No

4

II.2.2) Additional CPV code(s)

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

KCS Deliver to Approx. 10,000 drop points each year (predominantly educational establishments whose opening hours are usually 8am – 4pm) with a variety of pack sizes, the catalogues should be delivered in an extra-large heavy weight self-seal, side weld poly bag with strapping, costs should include all fulfilment costs involved in the mailing of each pack, Including the insertion of a letter and/or flyer with each catalogue.

Deliveries are UK wide Inc. Jersey and Guernsey (Ireland and the highlands are not included)

KCS will require delivery to be completed to the timescales provided this is usually during December and January.

Delivery of Catalogues

The Supplier shall be responsible for ensuring that all catalogue deliveries reach the destinations as advised by the Contracting Authority.

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

48

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

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

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

In the case of framework agreements, provide justification for any duration exceeding 4 years:

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

21 June 2021

Local time

2:00pm

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

Duration in months: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

21 June 2021

Local time

2:15pm

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

Commercials Services Kent Ltd

1 Abbey Wood Road, Kings Hill

West Malling

ME19 4YT

Email

csgprocurement@csLtd.org.uk

Country

United Kingdom