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Tender

Communication and Print Dynamic Purchasing System (DPS) Framework

Sheffield City Council

F01: Prior information notice

Call for competition

Notice identifier: 2023/S 000-012419

Procurement identifier (OCID): ocids-h6vhtk-03c566

Published 1 May 2023, 12:24am

Section I: Contracting authority

I.1) Name and addresses

Sheffield City Council

Town Hall, Pinstone Street,

Sheffield

S1 2HH

Contact

Tim Dent

Email

tim.dent@sheffield.gov.uk

Telephone

+44 01142053646

Country

United Kingdom

Region code

UKE32 - Sheffield

National registration number

(GB) 173 5488 38

Internet address(es)

Main address

<https://www.sheffield.gov.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/104130>

I.3) Communication

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

<https://app.panacea-software.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://app.panacea-software.com>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Communication and Print Dynamic Purchasing System (DPS) Framework

Reference number

73731

II.1.2) Main CPV code

- 79810000 - Printing services

II.1.3) Type of contract

Services

II.1.4) Short description

DPS Framework consists of 17 lots covering the full range of services required for communication and print work, these being:

- Lot 1 – Standard Print
- Lot 2 – Mailing and Distribution
- Lot 3 – Courier Services
- Lot 4 – Large Format, Signage and Display Printing
- Lot 5 – Security Printing and Confidential Printing (general)
- Lot 6 – Secure Printing (electoral)
- Lot 7 – Branded Promotional Products, Specialist Printing
- Lot 8 – Creative Design Services, Animation & Artwork for Print and Digital Media
- Lot 9 – Photography and Film Making
- Lot 10 – Illustration

- Lot 11 – Copywriting and Proof-reading
- Lot 12 – Digital Communications (content writing)
- Lot 13 – Marketing Communications
- Lot 14 – Internal & Change Communications
- Lot 15 – External Affairs
- Lot 16 – Media Buying
- Lot 17 – Consultation and Surveys

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

Communication and Print DPS Framework

Lot No

1

II.2.2) Additional CPV code(s)

- 48300000 - Document creation, drawing, imaging, scheduling and productivity software package
- 64100000 - Post and courier services
- 72413000 - World wide web (www) site design services
- 75211000 - Foreign-affairs services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79120000 - Patent and copyright consultancy services
- 79121000 - Copyright consultancy services

- 79341100 - Advertising consultancy services
- 79342000 - Marketing services
- 79342200 - Promotional services
- 79413000 - Marketing management consultancy services
- 79415200 - Design consultancy services
- 79416200 - Public relations consultancy services
- 79571000 - Mailing services
- 79821100 - Proofreading services
- 79822500 - Graphic design services
- 79930000 - Specialty design services
- 79960000 - Photographic and ancillary services
- 79961000 - Photographic services
- 79970000 - Publishing services
- 92111100 - Training-film and video-tape production
- 92111200 - Advertising, propaganda and information film and video-tape production
- 92111210 - Advertising film production
- 92111230 - Propaganda film production
- 92111250 - Information film production
- 92111300 - Entertainment film and video-tape production
- 92111310 - Entertainment film production
- 92225100 - Film-on-demand television

II.2.3) Place of performance

NUTS codes

- UKE32 - Sheffield

II.2.4) Description of the procurement

DPS Framework consists of 17 lots covering the full range of services required for

communication and print work, these being:

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- Lot 17 – Consultation and Surveys

II.2.5) Award criteria

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

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

Restricted 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: 999

The procurement involves the setting up of a dynamic purchasing system

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 expressions of interest

Date

30 June 2026

Local time

11:30pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

VI.4.2) Body responsible for mediation procedures

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

VI.4.4) Service from which information about the review procedure may be obtained

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>