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Tender

## **ID 4572576 DfE - Provision of Graphic Design, Artwork and Print Services**

Department for the Economy

F02: Contract notice

Notice identifier: 2023/S 000-012558

Procurement identifier (OCID): ocds-h6vhtk-03c5bf

Published 2 May 2023, 4:13pm

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

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

Department for the Economy

Adelaide House 39/49

BELFAST

BT2 8FD

#### **Email**

[SSDAdmin.CPD@finance-ni.gov.uk](mailto:SSDAdmin.CPD@finance-ni.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

#### **Internet address(es)**

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

### **I.3) Communication**

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

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etendersni.gov.uk/epps>

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

Body governed by public law

### **I.5) Main activity**

General public services

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## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

ID 4572576 DfE - Provision of Graphic Design, Artwork and Print Services

Reference number

4572576

#### II.1.2) Main CPV code

- 98000000 - Other community, social and personal services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

The Department for the Economy wishes to appoint a Contractor to provide a graphic design, artwork, and print management service. The Contractor must produce and print to a target audience, as advised by the Corporate Engagement and Marketing Branch (CEMB), visual design concepts and imagery that are in keeping with the Department's corporate identity and accessibility guidelines whilst demonstrating imaginative and creative thinking.

#### II.1.5) Estimated total value

Value excluding VAT: £495,000

#### II.1.6) Information about lots

This contract is divided into lots: No

### II.2) Description

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

- 79810000 - Printing services
- 79820000 - Services related to printing
- 79811000 - Digital printing services

- 79821000 - Print finishing services
- 79821100 - Proofreading services
- 79822400 - Lithographic services
- 79822500 - Graphic design services
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

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

NUTS codes

- UKN - Northern Ireland

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

The Department for the Economy wishes to appoint a Contractor to provide a graphic design, artwork, and print management service. The Contractor must produce and print to a target audience, as advised by the Corporate Engagement and Marketing Branch (CEMB), visual design concepts and imagery that are in keeping with the Department's corporate identity and accessibility guidelines whilst demonstrating imaginative and creative thinking.

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

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

### **II.2.6) Estimated value**

Value excluding VAT: £495,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

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: Yes

Description of options

One option to extend for any period up to and including 1 year

### **II.2.13) Information about European Union Funds**

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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Selection Criteria 1 Company Experience - Tenderers must provide an example of having provided graphic design, artwork and print management service of corporate publications such as literature, reports to a similar scale and scope of minimum 200 jobs per annum.. .  
Selection Criteria 2 Fair Work - Tenderers must provide evidence of their positive approach to fair work practices for workers including agency or sub contractors who will be engaged in the delivery of this contract.

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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

6 June 2023

Local time

3:00pm

#### **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: 4 September 2023

#### **IV.2.7) Conditions for opening of tenders**

Date

6 June 2023

Local time

3:30pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

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

Contract monitoring: the successful contractor's performance on the contract will be regularly monitored. Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in construction and procurement delivery. (CPD) for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, this may be considered grounds for termination of the contract at your expense as provided for in the Conditions of Contract. In lieu of termination, CPD may issue a Notice of Written Warning or a Notice of Unsatisfactory Performance. A supplier in receipt of multiple Notices of Written Warning or a Notice of Unsatisfactory Performance may, in accordance with The Public Contracts Regulations 2015 (as amended), be excluded from future public procurement competitions for a period of up to three years.

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

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

The UK does not have any such bodies with responsibility for appeal/mediation procedures. Instead; any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR 2015 as amended.

UK

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 (as amended) and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for the unsuccessful tenderers to challenge the award decision before the contract is entered into.

