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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

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

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

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.

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

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.

