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Tender

Printing and Postage Services

ESSEX COUNTY COUNCIL

F02: Contract notice

Notice identifier: 2021/S 000-013043

Procurement identifier (OCID): ocds-h6vhtk-02ba64

Published 10 June 2021, 12:21pm

Section I: Contracting authority

I.1) Name and addresses

ESSEX COUNTY COUNCIL

County Hall, Market Place

CHELMSFORD

CM1 1qh

Contact

Yamini Monks

Email

yamini.monks@essex.gov.uk

Country

United Kingdom

NUTS code

UKH37 - Essex Thames Gateway

Internet address(es)

Main address

<https://www.proactisplaza.com>

I.3) Communication

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

<https://www.proactisplaza.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.proactisplaza.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

Printing and Postage Services

Reference number

CO0094

II.1.2) Main CPV code

- 79820000 - Services related to printing

II.1.3) Type of contract

Services

II.1.4) Short description

The Fund are required to produce timely documentation to its Scheme Members ranging from April to September each year. These are legislative documents and must be produced to the highest standard and to time.

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

II.2) Description

II.2.1) Title

Printing

Lot No

1

II.2.2) Additional CPV code(s)

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

II.2.3) Place of performance

NUTS codes

- UKH - East of England

II.2.4) Description of the procurement

The Supplier must have and be able to provide evidence of producing the following items for an LGPS Full

1. P60's;
2. Payslips;
3. Combined P60 and Payslips;
4. Active Annual Benefit Statement booklets;
5. Deferred Annual Benefit Statements;
6. Pensions Increase;
7. Multiple Template Jobs.

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

24

This contract is subject to renewal

Yes

Description of renewals

Optional for a further 2 years subject to Performance.

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

Postage

Lot No

2

II.2.2) Additional CPV code(s)

- 18933000 - Mail or parcel bags

II.2.3) Place of performance

NUTS codes

- UKH - East of England

II.2.4) Description of the procurement

The Supplier must have and be able to provide evidence of producing the following items for an LGPS Fund for Enveloping and Mailing.

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

24

This contract is subject to renewal

Yes

Description of renewals

Optional for up to 2 years subject to performance.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

- ISO 27001 - Information Security Management accreditation
- Registered as a Data Controller with the ICO under the GDPR
- Cyber Security Essential Plus

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

12 July 2021

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

12 July 2021

Local time

12:30pm

Information about authorised persons and opening procedure

Procurement Services

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts Of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom