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Tender

Printing and mailing services and smallscale ad-hoc mailing and stationery services

UK Biobank Ltd

F02: Contract notice

Notice identifier: 2021/S 000-014773

Procurement identifier (OCID): ocids-h6vhtk-02c128

Published 29 June 2021, 9:15am

Section I: Contracting authority

I.1) Name and addresses

UK Biobank Ltd

1-2 Spectrum Way, Adswood

Stockport

SK3 0SA

Email

tenders@ukbiobank.ac.uk

Telephone

+44 1614755386

Country

United Kingdom

NUTS code

UKD3 - Greater Manchester

Internet address(es)

Main address

<http://www.ukbiobank.ac.uk>

Buyer's address

https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA25607

I.3) Communication

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

www.mytenders.co.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.mytenders.co.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Printing and mailing services and smallscale ad-hoc mailing and stationery services

Reference number

UKBB013

II.1.2) Main CPV code

- 79810000 - Printing services

II.1.3) Type of contract

Services

II.1.4) Short description

UK Biobank is a large-scale biomedical database and research resource containing genetic, lifestyle and health information from half a million UK participants.

UK Biobank's database, which includes blood samples, heart and brain scans and genetic data of the 500,000 volunteer participants, is globally accessible to approved researchers who are undertaking health-related research that's in the public interest.

UK Biobank recruited 500,000 people aged between 40-69 years in 2006-2010 from across the UK. With their consent, they provided detailed information about their lifestyle, physical measures and had blood, urine and saliva sample collected and stored for future analysis.

UK Biobank's research resource is a major contributor in the advancement of modern medicine and treatment, enabling better understanding of the prevention, diagnosis and treatment of a wide range of serious and life-threatening illnesses – including cancer, heart diseases and stroke.

UK Biobank requires the provision of printing and mailing services and small-scale ad-hoc mailing and stationery services to support its activities. Further detail in relation to the services are set out in the specification issued as part of the procurement documents.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79822000 - Composition services
- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKD35 - Greater Manchester South East

II.2.4) Description of the procurement

UK Biobank issues its annual participant newsletter ("Newsletter") by email to 300,000+ participants each year.

UK Biobank requires the successful supplier to print and send a coloured copy of its Newsletter by post to approximately 130,000 of its participants in the UK each year of the contract, the postal distribution to commence on or around the same time as UK Biobank commences its email distribution of the Newsletter unless UK Biobank specifies otherwise. The Newsletters can be posted via Royal Mail or any other appropriate carrier arranged by the supplier, provided that the carrier meets the requirements above.

The Newsletter is an 8-page, A4, 4-colour newsletter, and the successful supplier will also need to produce (to accompany the Newsletter) a covering letter personalised to each recipient on the UK Biobank letterhead (to be provided by UK Biobank). Other material may also need to be printed and included for distribution, such as 2-sided flyers, and any such material will be provided to the supplier by UK Biobank for printing and distributing.

UK Biobank also requires the successful supplier to provide (i) ad-hoc mailing and printing services other than in relation to the Newsletter; and (ii) the provision of stationery in order to deliver these ad-hoc mailing and printing services. (i) might comprise printing and mailing of letters to UK Biobank participants for specific studies. For example, UK Biobank's imaging study requires a letter and supporting literature to be sent to each participant that agrees to take part. Imaging study letters are currently mailed once a week and it is anticipated that a total of 5,000 letters per imaging centre will need to be sent each year. UK Biobank has 4 imaging centres operational. The successful supplier may also be required to supply to UK Biobank stationery, such as outer window envelopes, printed maps and leaflets, for in-house activities. There may also be a requirement to print reports and other literature associated with the UK Biobank study, as and when required.

Further details are set out in the Specification.

II.2.5) Award criteria

Quality criterion - Name: Information Security / Weighting: 25

Quality criterion - Name: Service and Quality / Weighting: 25

Quality criterion - Name: Assurance of Supply / Weighting: 25

Price - Weighting: 25

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

The initial term for the contract will be 1 year, with the option for UK Biobank to extend on further occasions by further 1 year periods, up to a maximum contract term of 4 years (i.e. inclusive of the initial term)

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

There may also be a requirement to print reports and other literature associated with the UK Biobank study, as and when required.

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.1.2) 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

2 August 2021

Local time

12:00pm

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: 2 November 2021

IV.2.7) Conditions for opening of tenders

Date

2 August 2021

Local time

12:00pm

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.3) Additional information

UK Biobank reserves the right to discontinue or delay the procurement process and may decide not to award a contract as a result of this call for competition. UK Biobank shall not be liable for any costs or expenses incurred by any organisation in considering and/or responding to the procurement process. Tenders and supporting documents must be priced in pounds sterling and all payments made under the contract will be in pounds sterling, unless otherwise advised.

Any volume of printing and mailing, and small-scale ad hoc mailing and stationery services referred to within this Contract Notice and/or the procurement documents is indicative only and there is no guarantee or warranty of any printing and/or mailing services volumes by UK Biobank.

UK Biobank has obligations under the UK General Data Protection Regulation and to its stakeholders to ensure that its information is stored, transmitted and processed securely, with appropriate organisational and technical measures in place. UK Biobank must also take reasonable steps to ensure that information it shares continues to be protected with adequate security. These requirements represent a generic level of security standards for data storage, retrieval and usage that suppliers and partners of UK Biobank must comply with.

The estimated contract value for the initial period of 12 months may be in the range of 75,000 – 95,000 GBP, but it is not possible to provide an overall maximum estimated value for the contract. However, based on the initial 12 month period highlighted above and whilst recognising the value may vary, the overall maximum value if the contract is extended for the full 4 year period could be in the range of 300,000 – 380,000 GBP.

UK Biobank will incorporate a standstill period at the point the decision in relation to the award of the contracts is notified to bidders. The standstill period, which will be a minimum of ten (10) calendar days, provides time for unsuccessful bidders to lodge an appeal in

regards to the award decisions, before the contracts are entered into.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=223235.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.mytenders.co.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:223235)

VI.4) Procedures for review

VI.4.1) Review body

The High Court

London

Country

United Kingdom