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Tender

2909/LM – Creative Design Services Framework Agreement – Student Recruitment

University of Sheffield

F02: Contract notice

Notice identifier: 2021/S 000-015473

Procurement identifier (OCID): ocds-h6vhtk-02c3e3

Published 6 July 2021, 8:20am

Section I: Contracting authority

I.1) Name and addresses

University of Sheffield

Procurement Office, Arts Tower, Western Bank

Sheffield

S10 2TN

Email

l.w.marsden@sheffield.ac.uk

Telephone

+44 1142224206

Country

United Kingdom

NUTS code

UKE32 - Sheffield

Internet address(es)

Main address

www.in-tendhost.co.uk/sheffield

I.3) Communication

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

<https://in-tendhost.co.uk/Sheffield>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/Sheffield>

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://in-tendhost.co.uk/Sheffield>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

2909/LM – Creative Design Services Framework Agreement – Student Recruitment

Reference number

2909/LM

II.1.2) Main CPV code

- 79822500 - Graphic design services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Sheffield is tendering for the creative design (but not print) of printed materials related to student recruitment. This framework agreement consists of 3 Lots. Services required will typically include: • Creating or suggesting new formats for appropriate audiences and campaigns. • Commissioning photography that can be used in print and online applications. • Liaising with the printer who will be allocated from the University's print framework agreement. The full technical specification can be found in the ITT documentation which will be available after you have expressed your interest on In-Tend.

II.1.5) Estimated total value

Value excluding VAT: £1,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79822500 - Graphic design services
- 79415200 - Design consultancy services

II.2.3) Place of performance

NUTS codes

- UKE32 - Sheffield

II.2.4) Description of the procurement

The University of Sheffield is tendering for the creative design (but not print) of printed materials related to student recruitment. This framework agreement consists of 3 Lots. Services required will typically include:

- Creating or suggesting new formats for appropriate audiences and campaigns.
- Commissioning photography that can be used in print and online applications.
- Liaising with the printer who will be allocated from the University's print framework agreement.

The full technical specification can be found in the ITT documentation which will be available after you have expressed your interest on In-Tend. Tender Process and Documentation: This is a Restricted tender exercise. The SQ and ITT can be downloaded by registering and expressing your interest on the University's e-tendering system <https://in-tendhost.co.uk/Sheffield/> If you have any questions or comments in relation to this tender, they must be submitted via the In-tend System. Your tender response must also be submitted through InTend to arrive by the date and time specified. Late tenders will not be considered. Closing date for receipt of bids: 6th August 2021 at 12 noon (UK time).

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60%

Price - Weighting: 40%

II.2.6) Estimated value

Value excluding VAT: £1,500,000

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

3 Years optional extension periods, to be taken in yearly increments, subject to performance.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

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

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Long term commitment to utilise universities corporate ID stability and limit reputational risk.

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 August 2021

Local time

12:00pm

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

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

High Court of England, Wales and Northern Ireland

London

Country

United Kingdom