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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): ocids-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](mailto: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](http://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

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## **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/SheffieldIf> 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

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## **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

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## **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