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Contract

## **DfC Printed Material**

Department for Communities

F03: Contract award notice

Notice identifier: 2021/S 000-015800

Procurement identifier (OCID): ocds-h6vhtk-02a99b

Published 8 July 2021, 9:04am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Department for Communities

c/o CPD Supplies and Services Division. 303 Airport Road West

BELFAST

BT3 9ED

#### **Email**

[justice.cpd@finance-ni.gov.uk](mailto:justice.cpd@finance-ni.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

#### **Internet address(es)**

Main address

<https://www.communities-ni.gov.uk/>

Buyer's address

<https://www.finance-ni.gov.uk/topics/procurement>

#### **I.4) Type of the contracting authority**

Body governed by public law

#### **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

DfC Printed Material

Reference number

ID3483045

#### **II.1.2) Main CPV code**

- 79810000 - Printing services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Department for Communities (DfC) provides services through a network of thirty-six Jobs and Benefits Offices. It has centralised benefit offices in Belfast, a pension centre in Carlisle House, Londonderry as well as a number of support branches. It is responsible for the management of Social Security benefits, providing advice, information and help to the public and employers on the whole range of benefits and other services. The DfC requires a single Contractor to provide a Service for the provision of printed material to support the operation of the following business areas within DfC: • Working Age Services Directorate; • Pensions, Disability, Benefit Security and Debt Directorate; • Guidance, Learning and Development Branch; • Debt Management; • Benefit Fraud and Compliance; • Finance Change; • Universal Credit; • Make the Call Wraparound Service; • Standards Assurance Unit; and • Pension Centre. The contract has 1 main area: • Print materials and delivery of them to a specified location in Northern Ireland and/or Great Britain A single supplier will be appointed the Prime Contractor and will be responsible for managing and delivering the entire service. However, suppliers may utilise sub-Contractors to provide certain components as they see fit. DfC printed material forms the basis of the various communications and instructions issued both within the DfC and externally to its customers. It is the main avenue through which customers apply for Social Security benefits. Legislation dictates that the DfC has to have a supply of its printed material available in a specific format by a specific date in specified outlets, including outlets in Great Britain (GB). The distribution of printed material within the DfC is demand led and therefore difficult to forecast. This means it is necessary to store forms for quick distribution to business areas. There are also occasions when a Government initiative is launched which results in an abnormal and urgent demand for the supply of printed

material. In contrast, other Government initiatives may lead to the removal of the need for certain materials such as application forms which could move wholly or partially on-line. There can be no guarantee of printed material volumes or continuity of a particular form. Neither CPD nor the DfC can give any guarantee as to the volume of work commissioned during the contract period.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £2,500,000

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79810000 - Printing services

#### **II.2.3) Place of performance**

NUTS codes

- UKN - Northern Ireland

Main site or place of performance

A range of client and external locations as stated in the specification of requirements.

#### **II.2.4) Description of the procurement**

The Department for Communities (DfC) provides services through a network of thirty-six Jobs and Benefits Offices. It has centralised benefit offices in Belfast, a pension centre in Carlisle House, Londonderry as well as a number of support branches. It is responsible for the management of Social Security benefits, providing advice, information and help to the public and employers on the whole range of benefits and other services. The DfC requires a single Contractor to provide a Service for the provision of printed material to support the operation of the following business areas within DfC: • Working Age Services Directorate; • Pensions, Disability, Benefit Security and Debt Directorate; • Guidance, Learning and Development Branch; • Debt Management; • Benefit Fraud and Compliance; • Finance Change; • Universal Credit; • Make the Call Wraparound Service; • Standards Assurance Unit; and • Pension Centre. The contract has 1 main area: • Print materials and delivery of them to a specified location in Northern Ireland and/or Great Britain A single supplier will be appointed the Prime Contractor and will be responsible for managing and delivering the entire service. However, suppliers may utilise sub-

Contractors to provide certain components as they see fit. DfC printed material forms the basis of the various communications and instructions issued both within the DfC and externally to its customers. It is the main avenue through which customers apply for Social Security benefits. Legislation dictates that the DfC has to have a supply of its printed material available in a specific format by a specific date in specified outlets, including outlets in Great Britain (GB). The distribution of printed material within the DfC is demanded and therefore difficult to forecast. This means it is necessary to store forms for quick distribution to business areas. There are also occasions when a Government initiative is launched which results in an abnormal and urgent demand for the supply of printed material. In contrast, other Government initiatives may lead to the removal of the need for certain materials such as application forms which could move wholly or partially on-line. There can be no guarantee of printed material volumes or continuity of a particular form. Neither CPD nor the DfC can give any guarantee as to the volume of work commissioned during the contract period.

#### **II.2.5) Award criteria**

Quality criterion - Name: AC1 / Previous Experience - Key Account Manager / Weighting: 5

Quality criterion - Name: AC2 / Methodology Service Delivery - Print / Weighting: 25

Quality criterion - Name: AC3 / Contract Management / Weighting: 5

Quality criterion - Name: AC4 / Contingency / Weighting: 5

Price - Weighting: 60

#### **II.2.11) Information about options**

Options: Yes

Description of options

3 years initial period + 2 years extension option

#### **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**

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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-008746](#)

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## **Section V. Award of contract**

### **Contract No**

1

### **Title**

DfC Printed Material

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

6 July 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 3

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 1

Number of tenders received by electronic means: 3

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

MINPRINT HOLDINGS LTD

401 Castlereagh Road

BELFAST

BT5 6QP

Email

[sales@minprint.co.uk](mailto:sales@minprint.co.uk)

Country

United Kingdom

NUTS code

- UK - United Kingdom

Internet address

<https://minprint.co.uk/>

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £2,500,000

Total value of the contract/lot: £2,500,000

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## **Section VI. Complementary information**

### **VI.3) Additional information**

Please note that this opportunity was not advertised in OJEU. Find A Tender service (FTS) reference is 2021/S 000-008746 (of 23rd April 2021).. . The estimated contract value is a broad estimate only and includes additional quantum for unforeseen demand and to future proof. There is no guarantee of any level of business under this contract. The estimate is not deemed to be a condition of contract nor a guarantee of minimum demand or uptake. No compensation will be payable to a contractor should the actual demand be less than that stated.. . The successful contractor's performance on this contract will be managed as per specification and regularly monitored (see Procurement Guidance Note 01/12 Contract Management: <https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/PGN-01012-Contract-. Management-Principles-Procedures-25-Sept-2017.PDF>). 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 CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a notice of written warning and notice of unsatisfactory performance and this contract may be terminated. The issue of a notice of written warning and notice of unsatisfactory performance will result in the Contractor being excluded from all procurement competitions being undertaken by Centres. of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement. Policy for a period of up to 3 years from the date of issue of the notice.

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

See VI.4.3 / Review procedure

See VI.4.3 / Review procedure

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

See VI.4.3 / Review procedure

See VI.4.3 / Review procedure

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The UK does not have any special review body with responsibility for appeal/mediation procedures in public procurement competitions. Instead, any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the Public Contracts Regulations 2015.