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Tender

Graphic Design and Print Services

Tai Tarian Ltd

F02: Contract notice

Notice identifier: 2022/S 000-016887

Procurement identifier (OCID): ocds-h6vhtk-03489c

Published 21 June 2022, 10:10am

Section I: Contracting authority

I.1) Name and addresses

Tai Tarian Ltd

Ty Gwyn, Brunel Way, Baglan Energy Park

Neath

SA11 2FP

Email

procurement@taitarian.co.uk

Telephone

+44 1639505890

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://www.taitarian.co.uk>

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA1087

I.3) Communication

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

<https://www.sell2wales.gov.wales>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.sell2wales.gov.wales>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Graphic Design and Print Services

Reference number

936

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

We are seeking to issue a contract for Graphic Design and Print Services to support Tai Tarian in the delivery of its communication function.

The Contract will be split into two Lots:

Lot 1: Graphic Design

Lot 2: Print

Lots will be awarded on an individual basis to a single Supplier, a Supplier may be awarded more than one Lot.

II.1.5) Estimated total value

Value excluding VAT: £225,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Graphic Design Services

Lot No

1

II.2.2) Additional CPV code(s)

- 79822500 - Graphic design services

II.2.3) Place of performance

NUTS codes

- UKL17 - Bridgend and Neath Port Talbot

II.2.4) Description of the procurement

Lot 1 – Graphic Design

We need an innovative graphic design supplier to provide a creative, responsive and flexible design resource to bring our brand to life. We want to create publications to engage with a wide range of stakeholders including tenants and colleagues.

The service comprises of the provision of print ready artwork, including, but not limited to the following:

- Newspaper
- Storyboards
- Annual review
- Direct marketing – leaflet/postcards
- Branding

In addition to this, the graphic design supplier will be required to:

- Work with us to deliver engaging ideas prior to development of design work.
- Develop publications and innovative communications tools.
- Ensure that all design is in-line with our current brand and corporate identity.
- Supply the original files for our purposes as and when required.
- Liaise with the appointed Print Supplier, if awarded the Graphic Design Lot only, at no extra cost.

Further information of the requirements of this Lot can be found in Appendix 1A – Graphic Design Specification

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

36

This contract is subject to renewal

Yes

Description of renewals

The Contract will be awarded for a period of 3 years, with an option to extend for a further 2 x 1 year periods.

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

II.2) Description

II.2.1) Title

Print Services

Lot No

2

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UKL17 - Bridgend and Neath Port Talbot

II.2.4) Description of the procurement

Lot 2 – Print

Ensuring everything we print is sustainable is a key priority for this Contract.

Everything we have printed in the last 3 years has been on FSC certified, carbon balanced paper. We have balanced through World Land Trust the equivalent of 889kg of carbon dioxide enabling World Land Trust to protect 170m² of critically threatened tropical forest.

This ties into our commitment to becoming carbon neutral by 2030 and our sustainable planet aims, which are outlined in our corporate plan (available to view on our website).

The lot comprises of the provision of a print service, including, but not limited to the following:

- Newspapers
- Annual review
- Direct marketing – leaflet/postcards
- Staff gift pack
- Stationery – compliment slips, calling cards, corporate business cards, individual business cards, pre-paid envelopes.
- Rent increase booklet.

In addition to this, the print supplier will be required to:

- Provide expert advice on printing to staff to ensure that the most cost-effective processes are used to produce print jobs.
- Ensure everything we print is done in the most sustainable way to align with our corporate aims around sustainable planet.

- Fulfil and distribute, in the most cost-effective way, tenant newspapers and rent increase booklets to approximately 9000 tenants.
- Fulfil and distribute, in the most cost-effective way, other documents as and when required.
- Liaise with the appointed graphic design supplier, if awarded the print Lot only, at no extra cost.

Further information of the requirements of this Lot can be found in Appendix 1B – Print Specification

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

36

This contract is subject to renewal

Yes

Description of renewals

The Contract will be awarded for a period of 3 years, with an option to extend for a further 2 x 1 year periods.

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 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

9 August 2022

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

Duration in months: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

9 August 2022

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The Contract will be awarded for a period of 3 years, with an option to extend for a further 2 x 1 year periods.

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=122324.

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.sell2wales.gov.wales/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.

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

Tai Tarian is committed to contributing to the social, economic and environmental well-being of the wider community. Consequently, Community Benefits clauses will be a mandatory contract clause. Therefore, as a minimum requirement, Tenderers will have to agree that community benefits will become part of the contract, if a Tenderer does not agree to this, then the Tenderer will be rejected.

This means, as part of their tender response, Tenderers are asked to set out how they will deliver 'community benefits' through the contract by completing the 'Menu of Options'

which will form their Community Benefits Plan, attached as Appendix 4.

Tai Tarian will be adopting the “core approach” as part of this procurement process. This means the Community Benefits Plan will be evaluated and scored as part of the tender process. However, contractual clauses will set out the specific targets for delivery, to be agreed within 60 days of commencement of the contract.

(WA Ref:122324)

The buyer considers that this contract is suitable for consortia.

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom