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Tender

23-56 Print Management Services Framework Agreement

University of Wolverhampton

F02: Contract notice

Notice identifier: 2024/S 000-016965

Procurement identifier (OCID): ocds-h6vhtk-0428c0

Published 31 May 2024, 9:50am

Section I: Contracting authority

I.1) Name and addresses

University of Wolverhampton

MX Building, Camp Street

Wolverhampton

WV1 1AD

Contact

Procurement Manager

Email

Procurement@wlv.ac.uk

Telephone

+44 1902321000

Country

United Kingdom

Region code

UKG - West Midlands (England)

Internet address(es)

Main address

www.wlv.ac.uk

Buyer's address

<https://wlv.bravosolution.co.uk/>

I.3) Communication

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

<https://wlv.bravosolution.co.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://wlv.bravosolution.co.uk/>

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://wlv.bravosolution.co.uk/>

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

23-56 Print Management Services Framework Agreement

Reference number

23-56

II.1.2) Main CPV code

- 79810000 - Printing services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Wolverhampton (the 'University') wishes to enter into a contract (the "Contract") with a Contractor (the 'Contractor') to supply Print Management Services to the University and its Entities. The University is seeking an agreement via Competitive Tenders ("Tenders") from suitably qualified organisations ("Tenderers") in response to the provision of the aforementioned Goods and Services.

The University is looking to appoint Suppliers to the Print Management Service Framework Agreement who can demonstrate that they offer high quality in terms of goods and/or services that are 'fit for purpose' and can also offer excellent value for money over the entire contract period. Further details are provided in Schedule 1 Scope and Specification of the Invitation To Tender.

The Framework Agreement will be split into the below four (4) lots. Tenderers can apply for an individual lot, all lots and/or any combination of lots.

Lot No.

1 Volume Print (Prospectuses)

2 Print Support (General Printing Services)

3 Signage, Informative and Promotional Display Print

4 Promotional Products

All activities under the Framework Agreement on behalf of the University should be carried out by appropriately trained, qualified and experienced staff. The calibre of the Supplier staff (carrying out the business-as-usual contract/relationship management) is of prime importance to the University in that it ensures the quality of the service, adherence to lead times and the prompt resolution of any issues.

A model specification (which does not fully quantify all the terms but covers the key terms and deliverables and the broad requirements of the service) is provided in the Invitation To Tender document and is used for tendering purposes only. The specification may be modified by individuals (the participating organisations) subject to negotiation with the successful Tenderers.

II.1.5) Estimated total value

Value excluding VAT: £785,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 4

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Lot No.

1 Volume Print (Prospectuses)

2 Print Support (General Printing Services)

3 Signage, Informative and Promotional Display Print

4 Promotional Products

II.2) Description

II.2.1) Title

Volume Print Prospectuses

Lot No

1

II.2.2) Additional CPV code(s)

- 79823000 - Printing and delivery services

II.2.3) Place of performance

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

Wolverhampton, Walsall, Telford

II.2.4) Description of the procurement

1. Introduction and Overview

The University of Wolverhampton ('the University') is seeking to appoint a suitable supplier for the provision of Volume Print services, mainly Prospectuses.

1.2 A proportion of the University's print jobs are produced by its in-house Digital Print Services Unit. This work includes corporate stationery, specific event invites, internal departmental publicity material, posters to name but a few. This is a relationship that will continue throughout the contract. This contract refers to a requirement for larger scale ad-hoc projects but not limited to, including the University's Undergraduate and Postgraduate Prospectuses.

1.3 The University is looking for a Supplier who offers high quality in terms of goods and/or services that are 'fit for purpose' and can also offer excellent value for money over the entire contract period.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £40,000

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

Option to extend for up to 12 months

II.2.9) Information about the limits on the number of candidates to be invited

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

All applications for a place on the Framework Agreement must be uploaded to and submitted through the University's e-Tendering Portal (the "Portal"): www.wlv.bravosolution.co.uk. This includes all communications and clarification requests. All technical queries, issues should be reported to the BravoSolution Helpdesk: Phone: 0800 069 8630 E-mail: help@bravosolution.co.uk

5.2 The University reserves the right to reject any application that is not submitted using the Portal, and decline to respond to any communications which is not submitted through the Portal.

5.3 All information submitted through the Portal will be regarded by both parties as a bona fide Offer. Consequently, documents which ordinarily require signature, excluding the Form of Tender where a relevant signature is required, will be deemed to have been signed by a duly authorised signatory if they are submitted using the Portal.

5.4 The application requirements must be complied with in full. The University reserves the right to reject any application which:

- contains gaps, omissions, or obvious errors; or
- contains amendments, exclusions or qualifications which have not been approved by the University in advance; or
- is received after the closing date or time specified.

5.5 Applications may be submitted at any time prior to the closing date and time specified, in the Contract Notice. Any application received before this deadline will be retained

unopened until the opening time and date. Applications submitted after this time will be rejected.

5.6 The University may at its own absolute discretion extend the closing date and time specified for the receipt of applications, in which case such extension shall be communicated to all Tenderers through the Portal. The University does not accept responsibility for the premature opening or mishandling of applications that are not submitted in accordance with these instructions.

5.7 Failure to return an application by the deadline will result in rejection. It is the Tenderers responsibility to ensure that they submit before the closing date and time indicated in the Contract Notice and/or as amended on the BravoSolution e-tendeirng Portal.

5.8 Hardcopy applications will not be accepted.

5.9 Tenderers will be evaluated on the answers they provide in their application via the University's e-tendering Portal. Tenderers must not include any information which has not been specifically requested. Any such information will not be evaluated by the University and will not form part of any resultant Framework Agreement. In addition, all responses must be made against the relevant question in the Portal, any reference to alternative questions as a means of response will not be accepted.

5.10 The Stage 1 Pre-Qualification assessment consists of Pass/Fail Questions and Technical Marked Questions. Please refer to document 23-56 Stage 1 Scoring Methodology contained in the Stage 1 folder within the supplier download area of the BravoSolutions eTendering portal for further information on how the Pre-Qualification questions will be scored.

5.11 Only Tenderers who pass the Stage 1 Pre-Qualification Assessment will have the technical question response assessed in accordance with the below Scoring System.

a. is the contract information provided comprehensive and relevant to the subject matter of the Lot - 3 points.

b. has the contract been performed satisfactorily in accordance with its terms, notwithstanding a Certificate stating that to be the case - 1 point.

c. are the reasons given for any past performance not being in accordance with the relevant entity's contractual obligations comprehensively stated or are any remedial action taken in regard to these reasons effective in ensuring that they will not recur in the performance of any contract to be awarded as a result of the procurement - 1 point.

5.12 Only the top 5 equal/highest scoring Tenderers for each Lot will be invited to Stage 2

e.g. invited to submit a tender

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option to extend for up to 12 months

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

ESIF, ERDF and LEP

II.2.14) Additional information

2.1.1. To allow this Contract to be used for potential Funded projects we are notifying all tenderers that some works might be subject to part funding by, for example, the European Structural and Investment Funds Growth Programme for England (ESIF), European Regional Development Fund. (ERDF) or any other European Union Funded Programme, or other Funding Body e.g. Local Enterprise Partnerships (LEP)

II.2) Description

II.2.1) Title

Print Support (General Printing Services)

Lot No

2

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

Wolverhampton, Walsall, Telford

II.2.4) Description of the procurement

1. Introduction and Overview

1.1 The University of Wolverhampton ('the University') wishes to contract with Suppliers who offer high quality in terms of goods and/or services that are 'fit for purpose' and demonstrate excellent value for money over the entire contract period.

1.2 A proportion of the University's print jobs are produced by its in-house Digital Print Services Unit. This work includes corporate stationery, specific event invites, internal departmental publicity material, posters to name but a few. This is a relationship that will continue throughout the contract. This contract refers to a requirement to provide print services with capability that the University does not have in house and/or cannot deliver print service in the agreed timeframe.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £135,000

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

Option to extend for up to 12 months

II.2.9) Information about the limits on the number of candidates to be invited

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

All applications for a place on the Framework Agreement must be uploaded to and submitted through the University's e-Tendering Portal (the "Portal"): www.wlv.bravosolution.co.uk. This includes all communications and clarification requests. All technical queries, issues should be reported to the BravoSolution Helpdesk: Phone: 0800 069 8630 E-mail: help@bravosolution.co.uk

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5.3 All information submitted through the Portal will be regarded by both parties as a bona fide Offer. Consequently, documents which ordinarily require signature, excluding the Form of Tender where a relevant signature is required, will be deemed to have been signed by a duly authorised signatory if they are submitted using the Portal.

5.4 The application requirements must be complied with in full. The University reserves the right to reject any application which:

- contains gaps, omissions, or obvious errors; or
- contains amendments, exclusions or qualifications which have not been approved by the University in advance; or
- is received after the closing date or time specified.

5.5 Applications may be submitted at any time prior to the closing date and time specified, in the Contract Notice. Any application received before this deadline will be retained unopened until the opening time and date. Applications submitted after this time will be rejected.

5.6 The University may at its own absolute discretion extend the closing date and time specified for the receipt of applications, in which case such extension shall be communicated to all Tenderers through the Portal. The University does not accept responsibility for the premature opening or mishandling of applications that are not submitted in accordance with these instructions.

5.7 Failure to return an application by the deadline will result in rejection. It is the

Tenderers responsibility to ensure that they submit before the closing date and time indicated in the Contract Notice and/or as amended on the BravoSolution e-tendering Portal.

5.8 Hardcopy applications will not be accepted.

5.9 Tenderers will be evaluated on the answers they provide in their application via the University's e-tendering Portal. Tenderers must not include any information which has not been specifically requested. Any such information will not be evaluated by the University and will not form part of any resultant Framework Agreement. In addition, all responses must be made against the relevant question in the Portal, any reference to alternative questions as a means of response will not be accepted.

5.10 The Stage 1 Pre-Qualification assessment consists of Pass/Fail Questions and Technical Marked Questions. Please refer to document 23-56 Stage 1 Scoring Methodology contained in the Stage 1 folder within the supplier download area of the BravoSolutions eTendering portal for further information on how the Pre-Qualification questions will be scored.

5.11 Only Tenderers who pass the Stage 1 Pre-Qualification Assessment will have the technical question response assessed in accordance with the below Scoring System.

a. is the contract information provided comprehensive and relevant to the subject matter of the Lot - 3 points.

b. has the contract been performed satisfactorily in accordance with its terms, notwithstanding a Certificate stating that to be the case - 1 point.

c. are the reasons given for any past performance not being in accordance with the relevant entity's contractual obligations comprehensively stated or are any remedial action taken in regard to these reasons effective in ensuring that they will not recur in the performance of any contract to be awarded as a result of the procurement - 1 point.

5.12 Only the top 5 equal/highest scoring Tenderers for each Lot will be invited to Stage 2 e.g. invited to submit a tender

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option to extend for up to 12 months

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

ESIF, ERDF and LEP

II.2.14) Additional information

To allow this Contract to be used for potential Funded projects we are notifying all tenderers that some works might be subject to part funding by, for example, the European Structural and Investment Funds Growth Programme for England (ESIF), European Regional Development Fund. (ERDF) or any other European Union Funded Programme, or other Funding Body e.g. Local Enterprise Partnerships (LEP)

II.2) Description

II.2.1) Title

Informative and Promotional Display Print

Lot No

3

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

Wolverhampton, Walsall, Telford

II.2.4) Description of the procurement

1. Introduction and Overview

1.1 The University of Wolverhampton ('the University') wish to engage with Suppliers of a wide variety of materials ranging from window vinyls to flags, zap stands through to informative hoardings.

1.2 The University has an in-house Print Service Unit where on occasion some requirements for this Lot 3 may be produced. This is a relationship that will continue throughout the entire period of the Contract.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £425,000

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

Option to extend for up to 12 months

II.2.9) Information about the limits on the number of candidates to be invited

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

All applications for a place on the Framework Agreement must be uploaded to and submitted through the University's e-Tendering Portal (the "Portal"): www.wlv.bravosolution.co.uk. This includes all communications and clarification requests. All technical queries, issues should be reported to the BravoSolution Helpdesk: Phone: 0800 069 8630 E-mail: help@bravosolution.co.uk

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the Portal, and decline to respond to any communications which is not submitted through the Portal.

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- contains amendments, exclusions or qualifications which have not been approved by the University in advance; or
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5.10 The Stage 1 Pre-Qualification assessment consists of Pass/Fail Questions and

Technical Marked Questions. Please refer to document 23-56 Stage 1 Scoring Methodology contained in the Stage 1 folder within the supplier download area of the BravoSolutions eTendering portal for further information on how the Pre-Qualification questions will be scored.

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b. has the contract been performed satisfactorily in accordance with its terms, notwithstanding a Certificate stating that to be the case - 1 point.

c. are the reasons given for any past performance not being in accordance with the relevant entity's contractual obligations comprehensively stated or are any remedial action taken in regard to these reasons effective in ensuring that they will not recur in the performance of any contract to be awarded as a result of the procurement - 1 point.

5.12 Only the top 5 equal/highest scoring Tenderers for each Lot will be invited to Stage 2 e.g. invited to submit a tender

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option to extend for up to 12 months

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

ESIF, ERDF and LEP

II.2.14) Additional information

To allow this Contract to be used for potential Funded projects we are notifying all tenderers that some works might be subject to part funding by, for example, the European Structural and Investment Funds Growth Programme for England (ESIF), European Regional Development Fund. (ERDF) or any other European Union Funded Programme, or other Funding Body e.g. Local Enterprise Partnerships (LEP)

II.2) Description

II.2.1) Title

Promotional Products

Lot No

4

II.2.2) Additional CPV code(s)

- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

Wolverhampton, Walsall, Telford

II.2.4) Description of the procurement

1. Introduction and Overview

1.1 The University of Wolverhampton (the University) is seeking a small number of suppliers to work with who may specialise in different areas.

1.2 The suppliers must offer high quality in terms of goods and/or services that are 'fit for purpose' and offer excellent value for money over the Contract term.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £185,000

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

Option to extend for up to 12 months

II.2.9) Information about the limits on the number of candidates to be invited

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

All applications for a place on the Framework Agreement must be uploaded to and submitted through the University's e-Tendering Portal (the "Portal"): www.wlv.bravosolution.co.uk. This includes all communications and clarification requests. All technical queries, issues should be reported to the BravoSolution Helpdesk: Phone: 0800 069 8630 E-mail: help@bravosolution.co.uk

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5.10 The Stage 1 Pre-Qualification assessment consists of Pass/Fail Questions and Technical Marked Questions. Please refer to document 23-56 Stage 1 Scoring Methodology contained in the Stage 1 folder within the supplier download area of the BravoSolutions eTendering portal for further information on how the Pre-Qualification questions will be scored.

5.11 Only Tenderers who pass the Stage 1 Pre-Qualification Assessment will have the technical question response assessed in accordance with the below Scoring System.

- a. is the contract information provided comprehensive and relevant to the subject matter of the Lot - 3 points.
- b. has the contract been performed satisfactorily in accordance with its terms, notwithstanding a Certificate stating that to be the case - 1 point.
- c. are the reasons given for any past performance not being in accordance with the relevant entity's contractual obligations comprehensively stated or are any remedial

action taken in regard to these reasons effective in ensuring that they will not recur in the performance of any contract to be awarded as a result of the procurement - 1 point.

5.12 Only the top 5 equal/highest scoring Tenderers for each Lot will be invited to Stage 2 e.g. invited to submit a tender

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option to extend for up to 12 months

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

ESIF, ERDF and LEP

II.2.14) Additional information

To allow this Contract to be used for potential Funded projects we are notifying all tenderers that some works might be subject to part funding by, for example, the European Structural and Investment Funds Growth Programme for England (ESIF), European Regional Development Fund. (ERDF) or any other European Union Funded Programme, or other Funding Body e.g. Local Enterprise Partnerships (LEP

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

The Stage 1 Pre-Qualification assessment consists of Pass/Fail Questions and Technical Marked Questions. Please refer to document 23-56 Stage 1 Scoring Methodology contained in the Stage 1 folder within the supplier download area of the BravoSolutions eTendering portal for further information on how the Pre-Qualification questions will be scored.

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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As per the ITT, T&C's and KPI's included in the ITT.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

Envisaged maximum number of participants to the framework agreement: 10

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: [2023/S 000-037503](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

1 July 2024

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

12 August 2024

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: 31 January 2025

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 36 months

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

All correspondence must be via the University etendering portal -
<https://wlv.bravosolution.co.uk/>

Contact direct with the University may not receive a response.

VI.4) Procedures for review

VI.4.1) Review body

University of Wolverhampton

Wolverhampton

Email

procurement@wlv.ac.uk

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

University of Wolverhampton

Wolverhampton

Email

procurement@wlv.ac.uk

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

University of Wolverhampton

Wolverhampton

Email

procurement@wlv.ac.uk

Country

United Kingdom