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Tender

## **Provision of CD/DVD duplication and fulfilment services**

UK Hydrographic Office

F02: Contract notice

Notice identifier: 2022/S 000-016987

Procurement identifier (OCID): ocids-h6vhtk-034900

Published 21 June 2022, 7:05pm

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

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

UK Hydrographic Office

Admiralty Way

Taunton

TA1 2DN

#### **Contact**

Stuart Speer

#### **Email**

[stuart.speer@ukho.gov.uk](mailto:stuart.speer@ukho.gov.uk)

#### **Telephone**

+44 1823484444

#### **Country**

United Kingdom

**NUTS code**

UKK23 - Somerset

**Internet address(es)**

Main address

<https://www.ukho.gov.uk>

Buyer's address

<http://www.ukho.gov.uk>

**I.3) Communication**

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

<https://ukho.delta-esourcing.com/delta/viewNotice.html?noticeId=699417824>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://ukho.delta-esourcing.com/delta/viewNotice.html?noticeId=699417824>

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

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

Ministry or any other national or federal authority

**I.5) Main activity**

Defence

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**Section II: Object**

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

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

Provision of CD/DVD duplication and fulfilment services

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

- 30234300 - Compact disks (CDs)

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

Supplies

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

This requirement is a one year Contract with a further option year for the provision of CD/DVD duplication services and fulfilment services. This is a reducing requirement over the contract period, where the UKHO is removing single use plastics from the market within this period.

### **II.1.5) Estimated total value**

Value excluding VAT: £1,900,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKK23 - Somerset

Main site or place of performance

Somerset

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

This requirement is a one year Contract with a further option year for the provision of CD/DVD duplication services and fulfilment services. This is a reducing requirement over the contract period, where the UKHO is removing single use plastics from the market within this period.

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

Quality criterion - Name: Specification compliance / Weighting: 50

Quality criterion - Name: Samples of CD/DVD trial / Weighting: 10

Quality criterion - Name: Social value / Weighting: 10

Cost criterion - Name: Price - Production - Sales Orders, Fulfilment and Scrappage / Weighting: 20

Cost criterion - Name: Price - Express Deliveries - Shopping Basket / Weighting: 10

### **II.2.6) Estimated value**

Value excluding VAT: £1,900,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

12

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: Yes

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

Options: Yes

Description of options

The Contract can be extended by one further option period of up to 12 months beyond the current expiry date

### **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 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

See details in the ITT documents

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Tenderers shall be jointly and severally liable

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

See details in the ITT documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

See details in the ITT documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open 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 a single operator

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

## **IV.2) Administrative information**

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

Date

22 July 2022

Local time

11:00am

### **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: 3 (from the date stated for receipt of tender)

### **IV.2.7) Conditions for opening of tenders**

Date

22 July 2022

Local time

11:00am

Place

Taunton

Information about authorised persons and opening procedure

The tenders will be sealed and can only be opened by appointed UKHO Procurement staff on the date and time stated, and not before

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **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**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://ukho.delta-esourcing.com/tenders/UK-UK-Taunton:-Compact-disks-%28CDs%29./7F53VP2RKJ>

To respond to this opportunity, please click here:

<https://ukho.delta-esourcing.com/respond/7F53VP2RKJ>

GO Reference: GO-2022621-PRO-20443711

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

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

United Kingdom Hydrographic Office

Admiralty Way

Taunton

TA1 2DN

Email

[stuart.speer@ukho.gov.uk](mailto:stuart.speer@ukho.gov.uk)

Telephone

+44 1823483865

Country

United Kingdom

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

United Kingdom Hydrographic Office

Admiralty Way

Taunton

TA1 2DN

Email

[stuart.speer@ukho.gov.uk](mailto:stuart.speer@ukho.gov.uk)

Telephone

+44 1823483865

Country

United Kingdom

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

United Kingdom Hydrographic Office

Admiralty Way

Taunton

TA1 2DN

Email



[stuart.speer@ukho.gov.uk](mailto:stuart.speer@ukho.gov.uk)

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