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Tender

Dynamic Purchasing System for Design, Print and Related Services

Haringey Council

F02: Contract notice

Notice identifier: 2022/S 000-017327

Procurement identifier (OCID): ocids-h6vhtk-034a54

Published 24 June 2022, 1:01pm

Section I: Contracting authority

I.1) Name and addresses

Haringey Council

London

N22 7TR

Email

cputenders@haringey.gov.uk

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

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

I.3) Communication

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

<https://app.panacea-software.com/haringey/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://app.panacea-software.com/haringey/>

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://app.panacea-software.com/haringey/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Dynamic Purchasing System for Design, Print and Related Services

Reference number

22-037

II.1.2) Main CPV code

- 22000000 - Printed matter and related products

II.1.3) Type of contract

Supplies

II.1.4) Short description

The London Borough of Haringey will procure all its Design, Print and Related Services requirements using this Dynamic Purchasing System contract

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

Standard print

Lot No

1

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category includes printing and delivery of materials including posters, leaflets, booklets or brochures, flyers, stationery, NCR forms and high-volume copying, on any of the following: SRA1/B1, SRA2/B2 or SRA3/B3 sheet fed litho presses, web-offset presses, digital presses.

Examples include (but not limited to):

- A4 / A5 / 99 x 210mm brochures, leaflets or flyers
- A4/A3/A2/A1 posters
- Oversize A4 / A5 pocket folders
- Forms, NCR pads, headed paper, compliment slips, business cards, envelopes, receipt books
- Magazines and newsletters
- Documents, council meeting papers and agendas*, reports.

*Where printed materials are subject to statutory timing requiring same-day or 24-hour turnaround, the selection criteria will include the supplier's proximity to the buying authority and speed of delivery service offered.

Suppliers shall ensure printed products supplied under the Framework meet the mandatory minimum standards set out by the Government buying Standards

www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-paper-and-paper-products

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

Start date

8 August 2022

End date

7 August 2026

This contract is subject to renewal

Yes

Description of renewals

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

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

Mailing

Lot No

2

II.2.2) Additional CPV code(s)

- 64110000 - Postal services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category covers preparing mailings for delivery by Royal Mail and other delivery providers.

Examples include (but not limited to):

- Personalisation and mailing – e.g., printing, collating and match-mailing varying documents, personalised letter(s) and printed reply envelopes and stuffing in envelopes. Apply mail-sort order and bag to royal-mail requirements to attract optimal postal discounts, and post using required class using buyer's royal-mail account.

- Hybrid mailing and same-day mailing for including letters, statements, bills, inserts and any other correspondence. Personalise, collage, pack and apply mail-sort order and bag to royal-mail requirements to attract optimal postal discounts, and post using required class, using supplier or buyer's Royal-Mail account as specified for each requirement.

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

Start date

8 August 2022

End date

7 August 2026

This contract is subject to renewal

Yes

Description of renewals

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

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

Large format, signage and display printing

Lot No

3

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category covers the production of large posters, signage and display boards.

Examples include (but not limited to):

- A2 – A0 size 4 colour inkjets onto satin photo paper 170gsm mounted on

3mm – 5mm Foamex board.

- Large format display stands.

- Signage, lamp-post banners, outdoor advertising and livery

- Pop up'/'Pull up' display stands

- Large and small format vinyl print and affixing, including PVC banners

printed 4-colour, hemming and eye-letting, for indoor and outdoor use

- 'Six-sheet' (1750mm x 1185mm) and bespoke (3250mm x 1200mm)

posters

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

Start date

8 August 2022

End date

7 August 2026

This contract is subject to renewal

Yes

Description of renewals

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

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

Security Printing and Confidential Printing - General

Lot No

4

II.2.2) Additional CPV code(s)

- 79810000 - Printing services
- 79820000 - Services related to printing

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category covers all secure and confidential printing for the Council and its partners and includes:

Examples include (but not limited to):

- Parking stationery e.g., parking permits/discs, such as a PCN Rolls, Parking Scratch Cards (including latex one side & overprint black wording on latex and numbering)
- Confidential service reports, confidential statement of cases (investigation into staff), Surveyors reports for planning, Democratic – agendas, audits,

Cabinet reports

- Payslips and P60s (including personalisation, fulfilment and mailing)
- Cheque printing

Where printed materials are subject to statutory timing requiring same-day or 24-hour turnaround, the selection criteria will include the supplier's proximity to the buying authority and speed of delivery service offered.

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

Start date

8 August 2022

End date

7 August 2026

This contract is subject to renewal

Yes

Description of renewals

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

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

Branded promotional products, specialist printing and binders

Lot No

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category covers items such as (but not limited to):

- Tote bags
- T-shirts
- Bespoke pens
- Bespoke pencils
- Mugs
- Sports drinking bottles
- USB sticks

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- Stickers
- Binders,
- ID Badges
- Flexo printing, etc

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

Start date

8 August 2022

End date

7 August 2026

This contract is subject to renewal

Yes

Description of renewals

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

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

Creative services design and artwork for print and digital media

Lot No

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category spans from concept designs for large campaigns to creative design and simple artwork following a style guide, and includes illustration, imagery, photo editing, and associated creative services – for print and new media.

Creative concepts should be appropriate for the audience and intended channel, support the campaign's key messages and for its intended output and must - strictly adhere to the buying authority's corporate identity standards.

All artwork must be produced and submitted using the latest software.

All copyright of design and content created must be signed over to the commissioning authority on commencement of work.

All concepts and final drafts must be provided to the buyer for approval prior to completion.

Examples include (but are not limited to):

- Concepts for campaigns, branding and/or individual items
- Design for advertising, print and/or digital media
- Illustration, image search and image manipulation
- Artwork in appropriate format for print, online, social media or digital

media

- Creation of templates for branded materials, presentations, advertisements or banner pages
- Updating previous artwork with new concept.

Editable artwork files and images must be provided together with the final artwork or production files on completion of each order.

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

Start date

8 August 2022

End date

7 August 2026

This contract is subject to renewal

Yes

Description of renewals

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Council may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

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

Copywriting and proof-reading

Lot No

7

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category will involve copywriting for a diverse range of subject matter

normally covered in local authority. The content maybe promotional, factual or technical. It also covers sub-editing and proof-reading services for any briefings, documents, online materials as well as design or artwork produced.

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

Start date

8 August 2022

End date

7 August 2026

This contract is subject to renewal

Yes

Description of renewals

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

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

Photography

Lot No

8

II.2.2) Additional CPV code(s)

- 79990000 - Miscellaneous business-related services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This Lot covers relevant photography projects for any given requirement. This category includes photography, photographic editing and production services for editorial, advertising, technical, promotional or marketing applications.

Suppliers may be subject to a Disclosure and Barring Service (DBS) check before undertaking work with children and young people and will need to abide by the buying authority's consent policy and protocol.

Suppliers will be required to submit photography electronically to the buyer directly onto the Design, Print and Related Services DPS ("DPS Portal") for approval before finalisation. Suppliers must ensure they adhered to GDPR legislation when taking photographs of individuals or property by using the buying authority's consent form.

Suppliers must request the consent form from the buyer if it is not appended to an order for these services.

All copyright of content created and photographed is to be assigned to the buying authority.

The Supplier must notify the buyer in advance of any chargeable travel expenses and such expenses can only be paid where agreement to do so is confirmed on an approved order sent to the supplier via the DPS Portal.

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

Start date

8 August 2022

End date

7 August 2026

This contract is subject to renewal

Yes

Description of renewals

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

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

Digital Communications

Lot No

9

II.2.2) Additional CPV code(s)

- 79340000 - Advertising and marketing services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category covers the provision of technical services and/or content for all areas of digital communications. Examples include (but not limited to):

- E-newsletters and email marketing
- Web application and/or web content development and creative input
- E-brochures (using Flash/Java/HTML 5 technology)
- Social Media marketing including Facebook, Twitter, Instagram, Pinterest
- Google ads
- Interactive pdfs
- Search engine optimisation
- Mobile marketing
- Page-turn software
- Viral Videos
- iAd

NB: The Design element of this work is covered in Lot 6.

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

Start date

8 August 2022

End date

7 August 2026

This contract is subject to renewal

Yes

Description of renewals

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

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

Marketing Communications

Lot No

10

II.2.2) Additional CPV code(s)

- 79342000 - Marketing services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

There may be times when the in-house team does not have the capacity to run a complete Marketing campaign or specific areas of specialism. As a result, this Lot is to allow us to commission a company/agency to do this on behalf of an inhouse team. For example, there this may include work for Public Health or

campaigns that are focussed on behaviour change. This Lot also allows us to commission a company to run a complete marketing campaign or specific areas of specialism on behalf of the buying authority.

Examples include (but are not limited to):

- Strategic communication advice and guidance to help the authority's services to achieve their objectives by communicating the right messages, to the right people, in the right way, and at the right time.
- Producing and implementing new communication campaigns using the 'inhouse' style and corporate identity.
- Implementing existing campaigns
- Evaluating marketing and communications activity

Work may include (but is not limited to):

- Setting communication objectives
- Identifying key messages
- Identifying key audience
- Obtaining required resources
- Evaluation of activity
- Social Marketing
- Digital Marketing
- Direct Marketing
- Public Relations
- Copywriting
- Proofreading
- Business-to-business
- Business-to-consumer
- Internal communications
- Public Consultation

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

Start date

8 August 2022

End date

7 August 2026

This contract is subject to renewal

Yes

Description of renewals

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

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

Filming and Videography

Lot No

11

II.2.2) Additional CPV code(s)

- 79340000 - Advertising and marketing services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This Lot covers relevant filming projects for any given requirement. This category includes filming, videography and film editing and production services for editorial, advertising, technical, promotional or marketing applications.

Suppliers may be subject to a Disclosure and Barring Service (DBS) check before undertaking work with children and young people and will need to abide by the buying authority's consent policy and protocol.

Suppliers will be required to submit this work electronically to the buyer directly onto the Design, Print and Related Services DPS ("DPS Portal") for approval before finalisation.

Suppliers must ensure they adhered to GDPR legislation when filming individuals or property by using the buying authority's consent form.

Suppliers must request the consent form from the buyer if it is not appended to an order for these services. All copyright of content created and filmed is to be assigned to the buying authority.

The Supplier must notify the buyer in advance of any chargeable travel expenses and such expenses can only be paid where agreement to do so is confirmed on an approved order sent to the supplier via the DPS Portal.

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

Start date

8 August 2022

End date

7 August 2026

This contract is subject to renewal

Yes

Description of renewals

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

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

Door-to-door Distribution

Lot No

12

II.2.2) Additional CPV code(s)

- 64110000 - Postal services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category covers distribution of a residents' magazine and other brochures or printed materials, to local residents and businesses within a specified area or postcode(s). This category includes the delivery of either unaddressed items or addressed items.

Examples include (but not limited to):

- Door-to-door distribution – e.g., 98,000 residential addresses x 1 preprinted magazine
- Distribution to specific areas for housing - e.g., a pack containing multiple printed items (letter, brochure, translation sheets)

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

Start date

8 August 2022

End date

7 August 2026

This contract is subject to renewal

Yes

Description of renewals

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

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

Secure Printing – Electoral Services

Lot No

13

II.2.2) Additional CPV code(s)

- 22450000 - Security-type printed matter

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category also covers Electoral and Electoral Registration printing in accordance with the Electoral Commissions guidelines and procedures, it may include postage.

The supplier must have a proven track record of delivery Election and Election Registration print.

Postal packs may have to be produced at printers within a specified distance of the buying authority's offices to facilitate their required Quality Assurance Testing.

The requirements of electoral print include (but are not restricted to):

- Postal vote mailings including outgoing envelope, ballot paper, postal vote statement, ballot paper envelope, return envelope, spares and samples.
- Polling Station Ballot Papers
- Large format ballot papers
- Election Annual Canvas

The contractor must ensure that all confidential and sensitive material to be stored within a secure environment.

Additional security requirements, quality assurance (e.g., site visits), timing, and data protection requirements and winning supplier selection criteria may be specified by the buying authority for work falling within this Lot.

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

Start date

8 August 2022

End date

7 August 2026

This contract is subject to renewal

Yes

Description of renewals

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

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.2.14) Additional information

The Authority may decide to extend this Dynamic Purchasing System Contract by a period of up to two years in two twelve-month periods.

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: No

IV.2) Administrative information

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

Date

27 July 2026

Local time

5:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

28 July 2026

Local time

12:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

London Borough of Haringey

London

Email

cputenders@haringey.gov.uk

Country

United Kingdom