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Tender

Trafford Council - Provision of Bulk Printing & Mail Services

Trafford Council

F02: Contract notice

Notice identifier: 2023/S 000-018593

Procurement identifier (OCID): ocds-h6vhtk-03dda8

Published 29 June 2023, 5:05pm

Section I: Contracting authority

I.1) Name and addresses

Trafford Council

4th Floor, Waterside House, Waterside Plaza

Sale

M33 7ZF

Contact

Mr Andrew Bottomley

Email

andrew.bottomley@star-procurement.gov.uk

Telephone

+44 1619121616

Country

United Kingdom

Region code

UKD - North West (England)

Internet address(es)

Main address

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

Buyer's address

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

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://procontract.due-north.com/ProjectManagement/ProjectDashboard?projectId=328ae6c6-440c-ee11-8123-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/ProjectManagement/ProjectDashboard?projectId=328ae6c6-440c-ee11-8123-005056b64545>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

Other activity

Bulk Printing & Mail Services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Trafford Council - Provision of Bulk Printing & Mail Services

Reference number

DN675140

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.1.3) Type of contract

Services

II.1.4) Short description

The department are seeking a supplier to fulfil a printing and mailing service that ensures all items are despatched promptly and efficiently in line with stated requirements.

We require submitted tenders to provide quotes that include the below elements –

The cost of printing, folding and enveloping documents based on the provided volumes and specifications for each job type.

The supplier should provide a full breakdown of the calculations used to determine the costs quoted. Please note that the evaluation process will carefully examine the validity of these calculations and scores will be reduced if the information is not deemed credible.

The supplier will be expected to maintain Microsoft Word-based templates – all costs for creating, updating and maintaining templates should be highlighted and included in the overall quote (see ‘Set-up Costs’ tab of the ‘Mailing jobs breakdown’ report)

The supplier should also include and highlight details of all set-up costs incurred to fulfil the required service (see ‘Set-up Costs’ tab of the ‘Mailing jobs breakdown’ report).

Postage costs are not required.

II.1.5) Estimated total value

Value excluding VAT: £375,025

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 30133100 - Bulk-mailing equipment
- 64100000 - Post and courier services
- 79571000 - Mailing services

II.2.3) Place of performance

NUTS codes

- UKD - North West (England)

II.2.4) Description of the procurement

The department are seeking a supplier to fulfil a printing and mailing service that ensures all items are despatched promptly and efficiently in line with stated requirements.

We require submitted tenders to provide quotes that include the below elements –

The cost of printing, folding and enveloping documents based on the provided volumes and specifications for each job type.

The supplier should provide a full breakdown of the calculations used to determine the costs quoted. Please note that the evaluation process will carefully examine the validity of these calculations and scores will be reduced if the information is not deemed credible.

The supplier will be expected to maintain Microsoft Word-based templates – all costs for creating, updating and maintaining templates should be highlighted and included in the overall quote (see ‘Set-up Costs’ tab of the ‘Mailing jobs breakdown’ report)

The supplier should also include and highlight details of all set-up costs incurred to fulfil the

required service (see 'Set-up Costs' tab of the 'Mailing jobs breakdown' report).

Postage costs are not required.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60%

Quality criterion - Name: Social Value / Weighting: 10%

Price - Weighting: 30%

II.2.6) Estimated value

Value excluding VAT: £375,025

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

Duration in months

84

This contract is subject to renewal

No

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

III.2) Conditions related to the contract

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

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

4 August 2023

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

4 August 2023

Local time

12:00pm

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

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