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Tender

Parking Tickets Specialised Print

Portsmouth City Council

F02: Contract notice

Notice identifier: 2022/S 000-018629

Procurement identifier (OCID): ocds-h6vhtk-034f6d

Published 7 July 2022, 1:59pm

Section I: Contracting authority

I.1) Name and addresses

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO12AL

Contact

Procurement Service

Email

procurement@portsmouthcc.gov.uk

Telephone

+44 2392688235

Country

United Kingdom

NUTS code

UKJ31 - Portsmouth

Internet address(es)

Main address

<https://www.portsmouth.gov.uk/ext/business/business.aspx>

Buyer's address

<https://www.portsmouth.gov.uk/ext/business/business.aspx>

I.3) Communication

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

<https://intendhost.co.uk/portsmouthcc.aspx/home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://intendhost.co.uk/portsmouthcc.aspx/home>

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

Parking Tickets Specialised Print

Reference number

P00004710

II.1.2) Main CPV code

- 22000000 - Printed matter and related products

II.1.3) Type of contract

Supplies

II.1.4) Short description

Portsmouth City Council ('the council') is inviting tenders from suitably qualified suppliers to provide the provision of specialised print items as required by the Parking Service and other council services as required.

This contract will provide specialised printed stationery items to ensure that the Parking Service key activities can be facilitated. This is an integral part of the Council's wider aims to reduce traffic congestion within Portsmouth and to ensure we are compliant with the Traffic Management Act 2004.

The Council is targeting to have awarded the contract by 29 September 2022 with a subsequent commencement date of 20th October 2022.

The initial contract term will be for 3 years with the possibility of extending the term by a further 2 years to a maximum total term of 5 years in increments to be agreed, subject to the agreement and performance of both parties.

The estimated value of the contract is £200,000 over the full five year term.

The procurement process will be undertaken in line with the following programme:

Application is via completed tender submission by the deadline stated above via the council's e-sourcing system InTend which will be used to administrate the procurement process, the system can be accessed free of charge via the web link below:

<https://in-tendhost.co.uk/portsmouthcc.aspx/home> (https

- Issue FTS Contract Notice - 8 July 2022
- Issue Invitation to Tender - 8 July 2022
- ITT Return Deadline - 10 August 2022 at midday
- Standstill period - 16 September 2022 - 28 September 2022
- Contract Award - 29 September 2022
- Service Commencement - 20 October 2022

Application is via completed tender submission by the deadline stated above via the council's e-sourcing system InTend which will be used to administrate the procurement process, the system can be accessed free of charge via the web link below:

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II.1.5) Estimated total value

Value excluding VAT: £200,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 22900000 - Miscellaneous printed matter

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

The Parking Office deliver a variety of functions within the City of Portsmouth from civil parking enforcement to statutory services such as the issuing of Blue-badges and the removal of vehicles deemed as abandoned.

The contract comprises of the production, manufacture and delivery of a particular quantity of tickets and other items as described in the technical specification and quantities document.

The supplier will be required to deliver specialised print items within the agreed timescales and submitted price; these are detailed in both the pricing schedule and the specification and quantities documentation. Note: these requirements are not exhaustive, as from time to time the Council reserve the right to order non-defined specialised items. These items must be of excellent quality and be produced and delivered to the Council within the concept of best value.

The specialised print items will be predominately ordered by the Parking Service. However, some items may be ordered by other council departments in smaller quantities.

The delivery of specialised print stationery items is a mission critical function; the successful bidder will assist the Parking Service to deliver the following commitments:

- Continuously improve and enhance road safety
- Enhance vehicular movements through main arterial strategic routes
- Enforcement of parking and driving regulations under the Traffic Management Act 2004 (part 6)
- Provide on and off street pay and display parking provisions
- Enforce and patrol residential parking schemes
- Removal of untaxed and abandoned vehicles from the public highway
- Removal of non-motorised structures from the public highway
- Provide technical advice and services to internal and external stakeholders
- Provide parking related criminal enforcement to internal and external stakeholders
- Support and promote the integrity of the Blue-badge scheme
- Issue Blue-badges within the remit of the Blue-badge scheme
- Provide a fully transparent and accountable service
- Provide a service that works in the best interest of stakeholders

- Embrace and utilise the concepts of best practice and best value
- Work with internal/external stakeholders and multi-agencies to assist the delivery of special events within the city boundaries

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: £200,000

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

Duration in months

60

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: Yes

Description of options

The initial contract term will be for 3 years with the possibility of extending the term by a further 2 years to a maximum total term of 5 years in increments to be agreed, subject to the agreement and performance of both parties.

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

As stated within the procurement documentation.

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

10 August 2022

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

10 August 2022

Local time

12:01pm

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

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

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