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Tender

LUV01078 The supply of promotional items

University of Leicester

F02: Contract notice

Notice identifier: 2022/S 000-018824

Procurement identifier (OCID): ocds-h6vhtk-035030

Published 8 July 2022, 4:42pm

Section I: Contracting authority

I.1) Name and addresses

University of Leicester

University Road

Leicester

LE17RH

Contact

Anthony Midgley

Email

acm26@le.ac.uk

Telephone

+44 1162522058

Country

United Kingdom

NUTS code

UKF2 - Leicestershire, Rutland and Northamptonshire

Internet address(es)

Main address

<https://universityofleicester.delta-esourcing.com/>

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-Leicester:-Information-and-promotion-products./8723KT2UYY>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/tenders/UK-UK-Leicester:-Information-and-promotion-products./8723KT2UYY>

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

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

LUV01078 The supply of promotional items

Reference number

LUV01078

II.1.2) Main CPV code

- 39294100 - Information and promotion products

II.1.3) Type of contract

Supplies

II.1.4) Short description

The purpose of this procurement exercise is to award a framework agreement to up to 3 suppliers for the provision of promotional items, to last from 1st October 2022 for at least 3 years, with the option to extend for a final 12 months. The University purchases branded goods for a number of purposes, including to support student recruitment, to encourage philanthropy and promote the University's brand and positioning.

The University wishes suppliers on the framework to actively encourage colleagues to purchase promotional items

- In quantities which avoid wastage
- That are functional (i.e. serve a useful purpose) and low environmental impact.

II.1.5) Estimated total value

Value excluding VAT: £800,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKF2 - Leicestershire, Rutland and Northamptonshire

Main site or place of performance

Leicestershire, Rutland and Northamptonshire

II.2.4) Description of the procurement

The purpose of this procurement exercise is to award a framework agreement to up to 3 suppliers for the provision of promotional items, to last from 1st October 2022 for at least 3 years, with the option to extend for a final 12 months. The University purchases branded goods for a number of purposes, including to support student recruitment, to encourage philanthropy and promote the University's brand and positioning.

This can include:

- Ad hoc give away items purchased in small quantities by the Colleges
- Ad hoc give away items purchased in bulk by Professional Services (including Accommodation/Events/College Court) for Open Days and events which lead up to the start of term
- Corporate gifts and University of Leicester branded clothing sold at 'Shop at LE'
- Items for sale and give away branded for Attenborough Arts
- Items for sale and give away branded for the Students Union

All items supplied must comply with the University's visual identity and brand guidelines.

The University wishes suppliers on the framework to actively encourage colleagues to purchase promotional items

- In quantities which avoid wastage
- That are functional (i.e. serve a useful purpose) and low environmental impact.

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: £800,000

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

Duration in months

48

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: 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

II.2.14) Additional information

To respond to this opportunity please click here: <https://universityofleicester.delta-sourcing.com/respond/8723KT2UYY>

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 the ITT

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.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

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

8 August 2022

Local time

12:00pm

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

8 August 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

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://universityofleicester.delta-esourcing.com/tenders/UK-UK-Leicester:-Information-and-promotion-products./8723KT2UYY>

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GO Reference: GO-202277-PRO-20564673

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

University of Leicester

University Road

Leicester

LE17RH

Country

United Kingdom

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

See VI..4.3 below

University Road

Leicester

LE17RH

Country

United Kingdom