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Tender

## **Printing, Fulfilment and Mailing**

EFFICIENCY EAST MIDLANDS LIMITED

F02: Contract notice

Notice identifier: 2021/S 000-019023

Procurement identifier (OCID): ocds-h6vhtk-02d1be

Published 6 August 2021, 12:16pm

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

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

EFFICIENCY EAST MIDLANDS LIMITED

Unit 3 Maisies Way, The Village

Derbyshire

DE55 2DS

#### **Contact**

Jonathan Tomalin

#### **Email**

[Jonathan@eem.org.uk](mailto:Jonathan@eem.org.uk)

#### **Telephone**

+44 1246395610

## **Country**

United Kingdom

## **NUTS code**

UK - United Kingdom

## **Internet address(es)**

Main address

[www.eem.org.uk](http://www.eem.org.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://xantive.supplierselect.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://xantive.supplierselect.com/>

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**

General public services

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## **Section II: Object**

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

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

Printing, Fulfilment and Mailing

Reference number

EEM0025

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

- 79800000 - Printing and related services

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

Services

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

Efficiency East Midlands Ltd (EEM) is a not for profit consortium which establishes and manages a range of framework and DPS agreements. Our membership has now grown to 231 public sector organisations including housing associations and ALMO's, Local Authorities, NHS trusts, Education Providers, Blue Light Services, Government Agencies and Charities. EEM have also established a formal collaboration with 3 like-minded procurement consortia -

Westworks, South East Consortium and Advantage South West. The membership list for

these three consortia may be obtained from the following website addresses:

[www.westworks.org.uk](http://www.westworks.org.uk)

[www.southeastconsortium.org.uk](http://www.southeastconsortium.org.uk)

[www.advantagesouthwest.co.uk](http://www.advantagesouthwest.co.uk)

EEM are conducting this tender exercise to procure a Print Management Services Framework to replace our existing Framework which will expire on 10th September 2021. The Framework will provide EEM Members with a provision for their printing, fulfilment, mailing and hybrid mail solution, including but not limited to, full printing services, fulfilment

and storage, and mail sorting and postage.

The Framework will be split into the following work streams as Lots:

Lot 1 - Printing, Fulfilment and Mailing

Lot 2 - Hybrid Mail

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

Value excluding VAT: £10,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

## **II.2) Description**

### **II.2.1) Title**

Printing, Fulfilment and Mailing

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 79800000 - Printing and related services

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

NUTS codes

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber

- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)
- UKL - Wales

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

EEM are conducting this tender exercise to procure a Print Management Services Framework to replace our existing Framework which will expire on 10th September 2021. The Framework will provide EEM Members with a provision for their printing, fulfilment, mailing and hybrid mail solution, including but not limited to, full printing services, fulfilment and storage, and mail sorting and postage.

The Framework will be split into the following work streams as Lots:

Lot 1 - Printing, Fulfilment & Mailing

Printing, letters, statements, business card, brochures, calling cards and stationery booklets for receipts for example.

Provide a range of alternative communication formats including (Easy Read, Large Print, Alternative Languages, Audio and Braille)

Finishing Services

Fulfilment Services

Secure Print Services

Printing of Cheques.

Typesetting, Proofreading and Translation Services

Additional Services relating to above

Lot 2 - Hybrid Mail

Direct Hybrid Mail Solutions

Provide a range of alternative communication formats including (Easy Read, Large Print, Alternative Languages)

Finishing services

Fulfilment Services

Secure Print Services

Additional Services relating to above

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

Quality criterion - Name: Quality / Weighting: 40

Quality criterion - Name: Minimum Competence / Weighting: Pass/Fail

Cost criterion - Name: Main Pricing / Weighting: 20

Cost criterion - Name: Scenario Pricing / Weighting: 30

Cost criterion - Name: Additional Pricing / Weighting: 10

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

Value excluding VAT: £5,000,000

### **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: No

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

Options: No

### **II.2.14) Additional information**

The call-off contracts to be awarded pursuant to the framework agreements to be entered at conclusion of the procurement exercise may extend for a duration of up to 5 years beyond

expiry of the 4-year framework term. Please note that the total potential framework value stated within this notice is in relation to

the full 4-year framework and takes into consideration the lot structure, length of call off contracts and that the EEM membership may grow over the framework lifetime.

Where the contract notice states a maximum of suppliers to be appointed to the Framework, this means within each lot. EEM reserves the right to appoint less than the numbers stated.

This framework is being procured by Efficiency East Midlands Ltd (EEM) on behalf of their members and the other organisations described below as being authorised users. The following contracting authorities will be entitled to agree and award contracts under this framework agreement as Authorised Users:

1) any Member of EEM which for the avoidance of doubt currently includes 3 partner consortia - Westworks([www.westworks.org.uk](http://www.westworks.org.uk)),

Advantage South West ([www.advantagesouthwest.co.uk](http://www.advantagesouthwest.co.uk)) and South East Consortium ([www.southeastconsortium.org.uk](http://www.southeastconsortium.org.uk)).

A full list of current members is available at [www.eem.org.uk](http://www.eem.org.uk)

2) any future member of EEM or our partner consortia and in all cases being an organisation which has applied to join EEM or our partner consortia in accordance with the applicable constitutional documents;

3) An EEM participant being an organisation which is neither a current or EEM member (as defined at 1 above) nor a future member of EEM (as defined at 2 above). Further details regarding the authorised users of this framework can be found in the ITT documents. To respond to this tender or review the documentation, please:

1) Go to the portal <https://xantive.supplierselect.com>

- 2) If you need to register a new account follow the prompts to set up your organisation;
- 3) When you sign in select 'Public Projects' from the menu (top right). A list of all open tenders will be displayed;
- 4) Select 'EEM0025 Mailing and Print Management Services from the list of projects and then 'Create Opportunity'. That will give you access to the basic information;
- 5) Click 'Accept Opportunity' to get more detail including all clarification logs. There is no obligation to submit a response;
- 6) If you do wish to submit a response, do so before the deadline by changing the status to submitted. You will only be allowed to submit if every mandatory question is answered.

## **II.2) Description**

### **II.2.1) Title**

Hybrid Mail

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 79824000 - Printing and distribution services

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

NUTS codes

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England



- UKI - London
- UKJ - South East (England)
- UKK - South West (England)
- UKL - Wales

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

The scope of this Framework for Lot 2 covers all services for Hybrid Mail and fulfilment and will be utilised by EEM Members to meet their individual needs. The successful Service Providers should be capable of offering a wide range of Hybrid Mail and fulfilment services and any other associated services in conjunction with the industry.

The successful Service Providers should be capable of producing a wide range of black and white and colour printed material including, but not limited to, the requirements detailed within this specification which may expand as new Members join EEM.

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

Quality criterion - Name: Method Statement / Weighting: 40

Quality criterion - Name: Minimum Competence / Weighting: Pass/Fail

Cost criterion - Name: Main Pricing / Weighting: 20

Cost criterion - Name: Scenario Pricing / Weighting: 30

Cost criterion - Name: Additional Pricing / Weighting: 10

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

Value excluding VAT: £5,000,000

#### **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: No

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

Options: No

## **II.2.14) Additional information**

The call-off contracts to be awarded pursuant to the framework agreements to be entered at conclusion of the procurement exercise may extend for a duration of up to 5 years beyond

expiry of the 4-year framework term.

Please note that the total potential framework value stated within this notice is in relation to the full 4-year framework and takes into consideration the lot structure, length of call off contracts and that the EEM membership may grow over the framework lifetime.

Where the contract notice states a maximum of suppliers to be appointed to the Framework, this means within each lot. EEM reserves the right to appoint less than the numbers stated.

This framework is being procured by Efficiency East Midlands Ltd (EEM) on behalf of their members and the other organisations described below as being authorised users. The following contracting authorities will be entitled to agree and award contracts under this framework agreement as Authorised Users:

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2) any future member of EEM or our partner consortia and in all cases being an organisation which has applied to join EEM or our partner consortia in accordance with the applicable constitutional documents;

3) An EEM participant being an organisation which is neither a current or EEM member (as defined at 1 above) nor a future member of EEM (as defined at 2 above). Further details regarding the authorised users of this framework can be found in the ITT

documents. To respond to this tender or review the documentation, please:

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## **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

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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 several operators

Envisaged maximum number of participants to the framework agreement: 12

### **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

6 October 2021

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

6 October 2021

Local time

2:00pm

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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: No

### VI.3) Additional information

The call-off contracts to be awarded pursuant to the framework agreements to be entered at conclusion of the procurement exercise may extend for a duration of up to 5 years beyond expiry of the 4-year framework term.

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([www.advantagesouthwest.co.uk](http://www.advantagesouthwest.co.uk)) and South East Consortium

([www.southeastconsortium.org.uk](http://www.southeastconsortium.org.uk)). A full list of current members is available at

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2) any future member of EEM or our partner consortia and in all cases being an organisation

which has applied to join EEM or our partner consortia in accordance with the applicable constitutional documents;

3) An EEM participant being an organisation which is neither a current or EEM member (as defined at 1 above) nor a future member of EEM (as defined at 2 above).

Further details regarding the authorised users of this framework can be found in the ITT documents. To respond to this tender or review the documentation, please:

- 1) Go to the portal <https://xantive.supplierselect.com>
- 2) If you need to register a new account follow the prompts to set up your organisation;
- 3) When you sign in select 'Public Projects' from the menu (top right). A list of all open tenders will be displayed;
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- 5) Click 'Accept Opportunity' to get more detail including all clarification logs. There is no obligation to submit a response;
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## **VI.4) Procedures for review**

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

Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

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

Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

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

The Cabinet Office

Correspondence Team, Cabinet Office, Whitehall

London

SW1A 2AS

Country

United Kingdom