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Contract

English Heritage members handbook design 2025-30

English Heritage Trust

F03: Contract award notice

Notice identifier: 2024/S 000-019674

Procurement identifier (OCID): ocds-h6vhtk-044539

Published 27 June 2024, 1:12pm

Section I: Contracting authority

I.1) Name and addresses

English Heritage Trust

The Engine House, Fire Fly Avenue

Swindon

SN2 2EH

Contact

Richard Leatherdale

Email

procurement2@english-heritage.org.uk

Country

United Kingdom

NUTS code

UKK - South West (England)

Internet address(es)

Main address

<https://in-tendhost.co.uk/english-heritage>

Buyer's address

<https://www.english-heritage.org.uk>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Recreation, culture and religion

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

English Heritage members handbook design 2025-30

Reference number

P/REF EH 00002024

II.1.2) Main CPV code

- 79822500 - Graphic design services

II.1.3) Type of contract

Services

II.1.4) Short description

We are looking for a supplier to design and layout our members' handbook (324pp). We will devise the flatplan of the handbook, liaising with the chosen supplier on the design

and layout. We will provide the copy while the supplier will use our image library to source appropriate images in response to overall handbook discussions and briefing. The supplier will also work closely with our content production team and the selected printer to prepare files for print, manage the colour and quality of the files, and press pass the handbook. The handbook will be a biennial activity during the specified contract (so at least two issues in the initial term).

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £250,000

II.2) Description

II.2.2) Additional CPV code(s)

- 79822500 - Graphic design services
- 79930000 - Specialty design services
- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)

II.2.4) Description of the procurement

We are looking for a supplier to design and layout our members' handbook (324pp). We will devise the flatplan of the handbook, liaising with the chosen supplier on the design and layout. We will provide the copy while the supplier will use our image library to source appropriate images in response to overall handbook discussions and briefing. The supplier will also work closely with our content production team and the selected printer to prepare files for print, manage the colour and quality of the files, and press pass the handbook. During 2024 we are introducing a refreshed brand identity (including new tone of voice, primary and secondary colour palette, photography and illustration guidelines). The chosen supplier for the 2025/26 handbook will be the first to produce the handbook in the new brand so this is an exciting time for the development and design of a key tool of our membership retention strategy. English Heritage appoint and manage the handbook printer through a separate framework and we expect the successful tenderer to work with English Heritage and their selected printer on tasks including artwork preparation, colour

proofing and press passing. The initial term of contract will be 3 years, 7 months. There will be provision to extend by a further two periods of 1 year each so a maximum contract duration of five years, 7 months. The start date will be 15 July 2024 commencing with the 2025/26 issue, and the initial end date will be 29 February 2028. If we maintain the annual publication this will end with the 2027/28 issue. The option to extend for up to an additional 2 years would see the end dates of 28 February 2029, and 28 February 2030 accordingly. Each extension year will be agreed individually, and we reserve the right to change the frequency at any time during this contract.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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 IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-006866](#)

Section V. Award of contract

Contract No

P/REF EH 00002024

Lot No

N/A

Title

English Heritage members handbook design 2025-30

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

27 June 2024

V.2.2) Information about tenders

Number of tenders received: 26

Number of tenders received from SMEs: 25

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 26

Number of tenders received by electronic means: 26

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Ledgard Jepson

Bullhouse Mill, Lee Lane, Millhouse Green

Sheffield

S36 9NN

Country

United Kingdom

NUTS code

- UKE3 - South Yorkshire

National registration number

02391720

Internet address

<https://www.ledgardjepson.com/>

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £250,000

Total value of the contract/lot: £138,631

Section VI. Complementary information

VI.3) Additional information

Awarded value shown relates to initial term based on biennial handbook production. If the extension period is used for this contract - the award value will be updated accordingly.

VI.4) Procedures for review

VI.4.1) Review body

English Heritage

The Engine House, Fire Fly Avenue

Swindon

SN2 2EH

Email

procurement2@english-heritage.org.uk

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

English Heritage

The Engine House, Fire Fly Avenue,

Swindon

SN2 2EH

Country

United Kingdom

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

English Heritage

The Engine House, Fire Fly Avenue,

Swindon

SN2 2EH

Country

United Kingdom