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Tender

Warehousing, mailing fulfilment and distribution

AHDB

F02: Contract notice

Notice identifier: 2022/S 000-020713

Procurement identifier (OCID): ocds-h6vhtk-03572d

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Section I: Contracting authority

I.1) Name and addresses

AHDB

Stoneleigh Park

Kenilworth

CV8 2LZ

Contact

Sarah Waters

Email

procurement@ahdb.org.uk

Telephone

+44 2072385921

Country

United Kingdom

NUTS code

UKG13 - Warwickshire

Internet address(es)

Main address

<https://defra.bravosolution.co.uk/>

Buyer's address

<https://defra.bravosolution.co.uk/>

I.3) Communication

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

<https://defra.bravosolution.co.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://defra.bravosolution.co.uk/>

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

Other activity

Agriculture and Horticulture

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Warehousing, mailing fulfilment and distribution

Reference number

2022-549

II.1.2) Main CPV code

- 63122000 - Warehousing services

II.1.3) Type of contract

Services

II.1.4) Short description

AHDB is made up of four individual sectors and a cross sector for shared responsibilities under the one AHDB central organisation, these. These sectors run separate budgets and accounts. All activities are detailed, recorded and invoiced by purchase orders from each sector. We are a publisher of a wide spectrum of technical, research and marketing resources. The publications and marketing materials are delivered to the warehouse facility either directly from source or via AHDB, entered into inventory and stored. All goods arriving will be clearly labelled with SKU, description of contents, number of boxes and quantity per box.

These are then available on a call off basis to AHDB levy payers, requests for publications are made to the Bureau team at AHDB and in some cases directly to the warehouse. The requests from AHDB are then forwarded to the warehouse facility via a portal ordering system for fulfilment and despatch to the requesting end user.

The warehouse also assembles marketing, promotional and educational kits, to meet AHDB requirements. Mailing data is provided via a secure file transfer site to the warehouse facility from the AHDB Customer Relationship Management (CRM) team for all warehouse mailing activities.

Under the existing contract, a sole supplier provides all warehousing, mailing and fulfilment services for AHDB under the existing tender agreement. Storage of printed matter, from single sheet flyers, multi-page brochures and any marketing aids and tools are entered into an inventory according to the ordering AHDB sector.

Estimated start date is 30th April 2023, initial 2 year contract with the option to extend for 2 periods of 12 months each.

II.1.5) Estimated total value

Value excluding VAT: £560,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKG13 - Warwickshire

II.2.4) Description of the procurement

Core services:

Ordering and stock control – Portal Requirement

The successful tenderer will must provide an online AHDB portal to include, but not limited to, the following features:

- e-commerce style shop front format
- Managed logins with access to all AHDB sectors for authorised staff with variable permissions
- Ease of navigation for all AHDB sectors
- Picture images of materials
- Global search facility across site by SKU or description
- Multiple operators processing orders simultaneously
- Priority and urgent order facility
- Multi sector selections added to common basket

- Delivery and mailing options displaying costs and time order constraints
- Delivery instructions for non-standard timed/dated deliveries and where to leave
- All chargeable items must require a purchase order number to be given by the customer to activate the request
- Order amendment and cancellation facility
- Order confirmation email
- Order status indication
- Order history-who has ordered and when
- Inventory management, stock level re-ordering points
- Back-order management including partial delivery notification
- Low stock level indicators
- SKU creation
- Link to AHDB CRM for client, record and order history update
- Returns section from AHDB to warehouse.

Ordering and stock control – Client to Warehouse

Bespoke ordering, communication and reporting systems – including the need to answer phones on behalf of AHDB sectors, and emails on behalf of some AHDB sectors with designated phone lines and email address. Telephone lines and email addresses must be operational by contract commencement and be located on the supplier's premises. One existing telephone number (STD), will need to remain the same for external customers calling following marketing campaigns, currently circa 15 a month. The detail of these will be provided to the successful supplier upon contract award and call diversions may be required for a short interim period.

Warehousing, mailing fulfilment and distribution

- Secure warehouse facility, protected by a Fire and Security accredited system e.g. NACOSS/NSI .
- Long- and short-term storage of AHDB pallets, publications and materials.

- Located in the UK for ease of access for supplier same day site to site deliveries and same day despatch.
- Orders placed via online portal, email or telephone.
- Fulfilment and mailing of printed material such as newsletters, booklets, marketing and promotional materials. Packaged according to format (supplier provided enveloped, poly-wrapped or carton boxed etc). Printing of relevant delivery notes / mailing labels or address inserts.
- Mailed or delivered to meet any specific requested time and location instructions. For fulfilment and mailed jobs, the price for postage should be quoted at the recognised rate for the requested type (eg 1st or 2nd class post etc) with no profit added. Use of cheaper comparable services is welcomed.
- Itemised invoicing for sectors
- Notification of deliveries and fast integration into inventory
- Secure disposal facilities for destruction of AHDB materials as requested
- Stock levels, controls and parameters updated on portal
- Downstream access by most cost-effective methods

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: £560,000

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

Start date

23 April 2023

End date

30 April 2027

This contract is subject to renewal

Yes

Description of renewals

Initial contract shall run for 2 years, with the option to extend for a further 2 periods of 12 months each should AHDB wish to take up this option.

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As per specification documents

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

21 September 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: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

21 September 2022

Local time

1:00pm

Place

AHDB HQ

Information about authorised persons and opening procedure

Procurement Manager

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 3 years

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

AHDB

Stoneleigh Park

Kenilworth

CV8 2LZ

Email

procurement@ahdb.org.uk

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Defra

Noble House

London

SW1P 3JR

Country

United Kingdom