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Tender

## **Approved Supplier List (ASL) for Printing Services and the Supply of Signage Services for the Isle of Wight Council**

Isle of Wight Council

F02: Contract notice

Notice identifier: 2023/S 000-020940

Procurement identifier (OCID): ocds-h6vhtk-03e3ce

Published 20 July 2023, 12:41pm

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

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

Isle of Wight Council

County Hall, High Street

Newport

PO30 1UD

#### **Contact**

Mrs Vanessa Squibb

#### **Email**

[vanessa.squibb@iow.gov.uk](mailto:vanessa.squibb@iow.gov.uk)

#### **Telephone**

+44 1983821000

#### **Country**

United Kingdom

**Region code**

UKJ34 - Isle of Wight

**Internet address(es)**

Main address

<http://www.iow.gov.uk>

Buyer's address

<http://www.iow.gov.uk>

**I.3) Communication**

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

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Approved Supplier List (ASL) for Printing Services and the Supply of Signage Services for the Isle of Wight Council

Reference number

DN605488

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

- 79820000 - Services related to printing

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

Services

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

The Isle of Wight Council (“the Authority”) invites Tenders from suitably qualified suppliers (“Potential Suppliers”) for the provision of an Approved Supplier List (ASL) for Printing Services and the Supply of Signage Services for the Isle of Wight Council.

This procurement follows the OPEN under the Public Contract Regulations 2015. The Open procedure is a one stage procurement process which covers both selection criteria and award criteria. An Open procedure means that any organisation can respond to the advertised Contract Notice, download the tender pack and submit a tender. All tenders must be evaluated in line with the methodology and criteria set out in the tender pack. This procurement is being called an Approved Supplier List but is being set up utilising the structure of a framework agreement in accordance with regulation 33 of the Public Contract Regulation. The ASL is a Framework Agreement. A framework agreement can be defined as “a general term for agreements with suppliers which set out the terms and conditions under which specific purchases can be made throughout the term of the agreement”.

The Services under this ASL will include:

- Short-run, quick turnaround reprographic printing.
- Lithographic printing.

- Specialist printing (eg, stickers).
- Large format printing.
- Various forms of signage including, but not limited to, Corporate Building Signage, Parking, Rights of Way, Licensing and Recreation Leisure and Public Spaces.

This procurement will ensure the Authority obtains the best value for its printing and signage requirements.

This opportunity is divided into three lots with two sub lots. A “lot” is defined as a grouping of similar services that a single procurement process has been split into. Please see the details below.

#### LOT 1 – PROVISION OF REPROGRAPHIC PRINTING

#### LOT 2 – SUPPLY OF SIGNAGE SERVICES

#### LOT 3 – LITHOGRAPHIC, SPECIALIST, LARGE FORMAT, ADDITIONAL REPROGRAPHIC PRINTING SERVICES AND MISCELLANEOUS SIGNAGE SERVICES (NOT COVERED IN LOT 2)

Sub Lot 3a is for lithographic, specialist and additional reprographic and large format printing. Including but not limited to, bulk printing of leaflets, mailshots, flyers and posters. Specialist printing may encompass items such as stickers, folders, as well as jobs with unusual folds, non-standard cuts, spot laminates and pantone process printing. Large format covers posters, banners, temporary signage, display systems and banners, and vehicle graphics.

Sub Lot 3b is for miscellaneous signage requirements not covered in Lot 2.

The Potential Supplier can submit bids for Lot 1, Lot 2, Sub Lot 3a and/or Sub Lot 3b in any combination. Bids for only part of Lot 1 or Lot 2 will be rejected.

The term of the Approved Supplier List Agreement shall be 1 November 2023 until 31 October 2026 with the option to extend for up to a further 12 months at the sole discretion of the Authority.

Potential Suppliers should note that this is a non-exclusive Approved Supplier List and that no guarantee can be given with regard to the volume or value of work under any of the lots.

The closing date for receipt of Tenders is 14:00Hrs on 17 August 2023.

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

Value excluding VAT: £210,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

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

LOT 1 – PROVISION OF REPROGRAPHIC PRINTING

Lot No

1

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

- 79800000 - Printing and related services

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

NUTS codes

- UKJ34 - Isle of Wight

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

The Isle of Wight Council (“the Authority”) invites Tenders from suitably qualified suppliers (“Potential Suppliers”) for the provision of an Approved Supplier List (ASL) for Printing Services and the Supply of Signage Services for the Isle of Wight Council.

This procurement follows the OPEN under the Public Contract Regulations 2015. The Open procedure is a one stage procurement process which covers both selection criteria and award criteria. An Open procedure means that any organisation can respond to the advertised Contract Notice, download the tender pack and submit a tender. All tenders must be evaluated in line with the methodology and criteria set out in the tender pack. This procurement is being called an Approved Supplier List but is being set up utilising the structure of a framework agreement in accordance with regulation 33 of the Public Contract Regulation. The ASL is a Framework Agreement. A framework agreement can be defined as “a general term for agreements with suppliers which set out the terms and conditions under which specific purchases can be made throughout the term of the

agreement”.

The Services under this ASL will include:

- Short-run, quick turnaround reprographic printing.
- Lithographic printing.
- Specialist printing (eg, stickers).
- Large format printing.
- Various forms of signage including, but not limited to, Corporate Building Signage, Parking, Rights of Way, Licensing and Recreation Leisure and Public Spaces.

This procurement will ensure the Authority obtains the best value for its printing and signage requirements.

This opportunity is divided into three lots with two sub lots. A “lot” is defined as a grouping of similar services that a single procurement process has been split into. Please see the details below.

#### LOT 1 – PROVISION OF REPROGRAPHIC PRINTING

This lot is for reprographic printing. Including but not limited to, committee papers, mailings, reports, short run leaflets, posters and flyers.

This is a non-exclusive, single supplier lot.

The Authority reserves the right to use an alternative route to market during the life of the ASL if it is deemed to be appropriate.

The Potential Supplier will need to indicate in Section 1.4 of the Tender Response Document (Part B) ALL LOTS document which Services it can supply.

The Authority reserves the right to use an alternative route to market during the life of the ASL if it is deemed to be appropriate.

The Potential Supplier can submit bids for Lot 1, Lot 2, Sub Lot 3a and/or Sub Lot 3b in any combination. Bids for only part of Lot 1 or Lot 2 will be rejected.

The term of the Approved Supplier List Agreement shall be 1 November 2023 until 31 October 2026 with the option to extend for up to a further 12 months at the sole discretion of the Authority.

Potential Suppliers should note that this is a non-exclusive Approved Supplier List and that no guarantee can be given with regard to the volume or value of work under any of the lots.

The closing date for receipt of Tenders is 14:00Hrs on 17 August 2023.

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

Quality criterion - Name: 1a) Standard Process – Efficient provision / Weighting: 7

Quality criterion - Name: 1b) Standard Process – quality management / Weighting: 7

Quality criterion - Name: 1c) Standard Process – meeting specification / Weighting: 3

Quality criterion - Name: 1d) Standard Process – business continuity / Weighting: 3

Quality criterion - Name: 2) Secure Printing Process / Weighting: 3

Quality criterion - Name: 3) Artwork and GDPR / Weighting: 3

Quality criterion - Name: 4) Deliveries / Weighting: 3

Quality criterion - Name: 5) Management and Communication / Weighting: 3

Quality criterion - Name: 6) Samples / Weighting: 16

Quality criterion - Name: 7) Added Value and Innovation / Weighting: 2

Quality criterion - Name: 1) Social Value / Weighting: 10

Quality criterion - Name: 2) Climate, Environment and UNESCO Biosphere Impact / Weighting: 5

Price - Weighting: 35

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

Duration in months

36

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

There is the option to extend for up to a further 12 months at the sole discretion of the Authority.

### **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**

There is no guarantee of value or volume of work and any values given are estimated over the whole contract term including the possible extension period.

## **II.2) Description**

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

LOT 2 – SUPPLY OF SIGNAGE SERVICES

Lot No

2

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

- 34992000 - Signs and illuminated signs

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

NUTS codes

- UKJ34 - Isle of Wight

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

The Isle of Wight Council (“the Authority”) invites Tenders from suitably qualified

suppliers (“Potential Suppliers”) for the provision of an Approved Supplier List (ASL) for Printing Services and the Supply of Signage Services for the Isle of Wight Council.

This procurement follows the OPEN under the Public Contract Regulations 2015. The Open procedure is a one stage procurement process which covers both selection criteria and award criteria. An Open procedure means that any organisation can respond to the advertised Contract Notice, download the tender pack and submit a tender. All tenders must be evaluated in line with the methodology and criteria set out in the tender pack. This procurement is being called an Approved Supplier List but is being set up utilising the structure of a framework agreement in accordance with regulation 33 of the Public Contract Regulation. The ASL is a Framework Agreement. A framework agreement can be defined as “a general term for agreements with suppliers which set out the terms and conditions under which specific purchases can be made throughout the term of the agreement”.

The Services under this ASL will include:

- Short-run, quick turnaround reprographic printing.
- Lithographic printing.
- Specialist printing (eg, stickers).
- Large format printing.
- Various forms of signage including, but not limited to, Corporate Building Signage, Parking, Rights of Way, Licensing and Recreation Leisure and Public Spaces.

This procurement will ensure the Authority obtains the best value for its printing and signage requirements.

This opportunity is divided into three lots with two sub lots. A “lot” is defined as a grouping of similar services that a single procurement process has been split into. Please see the details below.

## LOT 2 – SUPPLY OF SIGNAGE SERVICES

This lot will cover forms of signage including, but not limited to, Corporate Building Signage, Parking, Rights of Way, Licensing and Recreation Leisure and Public Spaces. Although we are unable to quantify the number or type of signs the specification document provides further details of our requirements. Some signs will be required on ‘supply only’ basis and others will require installation.

This is a non-exclusive, single supplier lot.

The Authority reserves the right to use an alternative route to market during the life of the ASL if it is deemed to be appropriate.

The Potential Supplier will need to indicate in Section 1.4 of the Tender Response Document (Part B) ALL LOTS document which Services it can supply.

The Authority reserves the right to use an alternative route to market during the life of the ASL if it is deemed to be appropriate.

The Potential Supplier can submit bids for Lot 1, Lot 2, Sub Lot 3a and/or Sub Lot 3b in any combination. Bids for only part of Lot 1 or Lot 2 will be rejected.

The term of the Approved Supplier List Agreement shall be 1 November 2023 until 31 October 2026 with the option to extend for up to a further 12 months at the sole discretion of the Authority.

Potential Suppliers should note that this is a non-exclusive Approved Supplier List and that no guarantee can be given with regard to the volume or value of work under any of the lots.

The closing date for receipt of Tenders is 14:00Hrs on 17 August 2023.

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

Quality criterion - Name: 1) Methodology / Weighting: 10

Quality criterion - Name: 2) Installation of Signs – Health and Safety / Weighting: 10

Quality criterion - Name: 3) Management and Communication / Weighting: 10

Quality criterion - Name: 4) Added Value / Weighting: 5

Quality criterion - Name: 1) Social Value / Weighting: 10

Quality criterion - Name: 2) Climate, Environment and UNESCO Biosphere Impact / Weighting: 5

Price - Weighting: 50

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

Duration in months

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

There is the option to extend for up to a further 12 months at the sole discretion of the Authority.

### **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**

There is no guarantee of value or volume of work and any values given are estimated over the whole contract term including the possible extension period.

## **II.2) Description**

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

Sub Lot 3a – Lithographic, specialist, large format and additional reprographic printing services

Lot No

3a

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

- 79800000 - Printing and related services

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

NUTS codes

- UKJ34 - Isle of Wight

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

The Isle of Wight Council (“the Authority”) invites Tenders from suitably qualified suppliers (“Potential Suppliers”) for the provision of an Approved Supplier List (ASL) for Printing Services and the Supply of Signage Services for the Isle of Wight Council.

This procurement follows the OPEN under the Public Contract Regulations 2015. The Open procedure is a one stage procurement process which covers both selection criteria and award criteria. An Open procedure means that any organisation can respond to the advertised Contract Notice, download the tender pack and submit a tender. All tenders must be evaluated in line with the methodology and criteria set out in the tender pack. This procurement is being called an Approved Supplier List but is being set up utilising the structure of a framework agreement in accordance with regulation 33 of the Public Contract Regulation. The ASL is a Framework Agreement. A framework agreement can be defined as “a general term for agreements with suppliers which set out the terms and conditions under which specific purchases can be made throughout the term of the agreement”.

The Services under this ASL will include:

- Short-run, quick turnaround reprographic printing.
- Lithographic printing.
- Specialist printing (eg, stickers).
- Large format printing.
- Various forms of signage including, but not limited to, Corporate Building Signage, Parking, Rights of Way, Licensing and Recreation Leisure and Public Spaces.

This procurement will ensure the Authority obtains the best value for its printing and signage requirements.

This opportunity is divided into three lots with two sub lots. A “lot” is defined as a grouping of similar services that a single procurement process has been split into. Please see the details below.

**LOT 3 – LITHOGRAPHIC, SPECIALIST, LARGE FORMAT, ADDITIONAL REPROGRAPHIC PRINTING SERVICES AND MISCELLANEOUS SIGNAGE SERVICES (NOT COVERED IN LOT 2)**

Sub Lot 3a is for lithographic, specialist and additional reprographic and large format printing. Including but not limited to, bulk printing of leaflets, mailshots, flyers and posters. Specialist printing may encompass items such as stickers, folders, as well as jobs with unusual folds, non-standard cuts, spot laminates and pantone process printing. Large format covers posters, banners, temporary signage, display systems and banners, and vehicle graphics.

Both Sub Lot 3a and Sub Lot 3b are non-exclusive, multiple supplier lots.

Sub Lot 3a will have no limit to the number of suppliers providing a score of 39 or more is achieved in the tender evaluation.

The Potential Supplier will need to indicate in Section 1.4 of the Tender Response Document (Part B) ALL LOTS document which Services it can supply.

The Authority reserves the right to use an alternative route to market during the life of the ASL if it is deemed to be appropriate.

The Potential Supplier can submit bids for Lot 1, Lot 2, Sub Lot 3a and/or Sub Lot 3b in any combination. Bids for only part of Lot 1 or Lot 2 will be rejected.

The term of the Approved Supplier List Agreement shall be 1 November 2023 until 31 October 2026 with the option to extend for up to a further 12 months at the sole discretion of the Authority.

Potential Suppliers should note that this is a non-exclusive Approved Supplier List and that no guarantee can be given with regard to the volume or value of work under any of the lots.

The closing date for receipt of Tenders is 14:00Hrs on 17 August 2023.

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

Quality criterion - Name: 1a) Standard Process – Efficient provision / Weighting: 7

Quality criterion - Name: 1b) Standard Process – quality management / Weighting: 7

Quality criterion - Name: 1c) Standard Process – meeting specification / Weighting: 3

Quality criterion - Name: 1d) Standard Process – business continuity / Weighting: 3

Quality criterion - Name: 2) Secure Printing Process / Weighting: 3

Quality criterion - Name: 3) Artwork and GDPR / Weighting: 3

Quality criterion - Name: 4) Deliveries / Weighting: 3

Quality criterion - Name: 5) Management and Communication / Weighting: 3

Quality criterion - Name: 6) Samples / Weighting: 16

Quality criterion - Name: 7) Added Value and Innovation / Weighting: 2

Quality criterion - Name: 1) Social Value / Weighting: 10

Quality criterion - Name: 2) Climate, Environment and UNESCO Biosphere Impact / Weighting: 5

Price - Weighting: 35

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

Duration in months

36

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

There is the option to extend for up to a further 12 months at the sole discretion of the Authority.

### **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**

There is no guarantee of value or volume of work and any values given are estimated over the whole contract term including the possible extension period.

## **II.2) Description**

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

Sub Lot 3b – Miscellaneous signage services (not covered in Lot 2)

Lot No

3b

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

- 34992000 - Signs and illuminated signs

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

NUTS codes

- UKJ34 - Isle of Wight

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

The Isle of Wight Council (“the Authority”) invites Tenders from suitably qualified suppliers (“Potential Suppliers”) for the provision of an Approved Supplier List (ASL) for Printing Services and the Supply of Signage Services for the Isle of Wight Council.

This procurement follows the OPEN under the Public Contract Regulations 2015. The Open procedure is a one stage procurement process which covers both selection criteria and award criteria. An Open procedure means that any organisation can respond to the advertised Contract Notice, download the tender pack and submit a tender. All tenders must be evaluated in line with the methodology and criteria set out in the tender pack. This procurement is being called an Approved Supplier List but is being set up utilising the structure of a framework agreement in accordance with regulation 33 of the Public Contract Regulation. The ASL is a Framework Agreement. A framework agreement can be defined as “a general term for agreements with suppliers which set out the terms and conditions under which specific purchases can be made throughout the term of the agreement”.

The Services under this ASL will include:

- Short-run, quick turnaround reprographic printing.

- Lithographic printing.
- Specialist printing (eg, stickers).
- Large format printing.
- Various forms of signage including, but not limited to, Corporate Building Signage, Parking, Rights of Way, Licensing and Recreation Leisure and Public Spaces.

This procurement will ensure the Authority obtains the best value for its printing and signage requirements.

This opportunity is divided into three lots with two sub lots. A “lot” is defined as a grouping of similar services that a single procurement process has been split into. Please see the details below.

### LOT 3 – LITHOGRAPHIC, SPECIALIST, LARGE FORMAT, ADDITIONAL REPROGRAPHIC PRINTING SERVICES AND MISCELLANEOUS SIGNAGE SERVICES (NOT COVERED IN LOT 2)

Sub Lot 3b is for miscellaneous signage requirements not covered in Lot 2.

Both Sub Lot 3a and Sub Lot 3b are non-exclusive, multiple supplier lots.

Sub Lot 3b will have up to six suppliers per Service on this Lot and suppliers may supply one or more of the services under this lot providing a minimum threshold of 30 or more is achieved in the tender evaluation.

The Potential Supplier will need to indicate in Section 1.4 of the Tender Response Document (Part B) ALL LOTS document which Services it can supply.

The Authority reserves the right to use an alternative route to market during the life of the ASL if it is deemed to be appropriate.

The Potential Supplier can submit bids for Lot 1, Lot 2, Sub Lot 3a and/or Sub Lot 3b in any combination. Bids for only part of Lot 1 or Lot 2 will be rejected.

The term of the Approved Supplier List Agreement shall be 1 November 2023 until 31 October 2026 with the option to extend for up to a further 12 months at the sole discretion of the Authority.

Potential Suppliers should note that this is a non-exclusive Approved Supplier List and that no guarantee can be given with regard to the volume or value of work under any of the lots.

The closing date for receipt of Tenders is 14:00Hrs on 17 August 2023.

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

Quality criterion - Name: 1) Methodology / Weighting: 10

Quality criterion - Name: 2) Installation of Signs – Health and Safety / Weighting: 10

Quality criterion - Name: 3) Management and Communication / Weighting: 10

Quality criterion - Name: 4) Added Value / Weighting: 5

Quality criterion - Name: 1) Social Value / Weighting: 10

Quality criterion - Name: 2) Climate, Environment and UNESCO Biosphere Impact / Weighting: 5

Price - Weighting: 50

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

Duration in months

36

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

There is the option to extend for up to a further 12 months at the sole discretion of the Authority.

### **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**

There is no guarantee of value or volume of work and any values given are estimated over the whole contract term including the possible extension period.

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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

In the case of framework agreements, provide justification for any duration exceeding 4 years:

##### **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

24 August 2023

Local time

2:00pm

**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

24 August 2023

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**

Potential suppliers can register their interest and download the tender pack by visiting [www.procontract.due-north.com](http://www.procontract.due-north.com) and searching for tender reference number DN605488.

The estimated values set out in this contract notice are the total estimated value for the initial term and any possible extension option(s). No value or volume of work is guaranteed.

### **VI.4) Procedures for review**

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

The High Court

London

Country

United Kingdom