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Not applicable

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

Isle of Wight Council

F14: Notice for changes or additional information

Notice identifier: 2023/S 000-021676

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

Published 26 July 2023, 2:59pm

### **Section I: Contracting authority/entity**

#### **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>

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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.

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## **Section VI. Complementary information**

### **VI.6) Original notice reference**

Notice number: [2023/S 000-020940](#)

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## **Section VII. Changes**

### **VII.1) Information to be changed or added**

#### **VII.1.2) Text to be corrected in the original notice**

Section number

II.1.4

Instead of

Text

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.

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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.

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- Specialist printing (eg, stickers).
- Large format printing.

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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.

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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.

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Section number

II.2.4

Lot No

1

Instead of

Text

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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.

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Text

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- 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.

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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.

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Section number

II.2.4

Lot No

2

Instead of

Text

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- 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.

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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.

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Section number

II.2.4

Lot No

3a

Instead of

Text

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### 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.

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

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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.

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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.

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Section number

II.2.4

Lot No

3b

Instead of

Text

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- Specialist printing (eg, stickers).
- Large format printing.
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**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.

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Text

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 24 August 2023.

Section number

VI.3

Instead of

Text

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.

Read

Text

Potential suppliers can register their interest and download the tender pack by visiting <https://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.

The estimated total value is split as follows:

Lot 1/Sub-Lot 3a combined - £180,000

Lot 3/Sub Lot 3b combined - £50,000

Section number

II.1.5

Instead of

Text

Estimated total value:

Value excluding VAT: £210,000

Read

Text

Estimated total value:

Value excluding VAT: £230,000

## **VII.2) Other additional information**

Changes are to correct typos.