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Tender

Print and Related Services Dynamic purchasing system.

Portsmouth City Council

F02: Contract notice

Notice identifier: 2024/S 000-021824

Procurement identifier (OCID): ocds-h6vhtk-047dba

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Section I: Contracting authority

I.1) Name and addresses

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO12AL

Contact

Procurement Service

Email

procurement@portsmouthcc.gov.uk

Telephone

+44 2392688235

Country

United Kingdom

Region code

UKJ31 - Portsmouth

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.portsmouth.gov.uk/>

Buyer's address

<https://www.portsmouth.gov.uk/>

I.3) Communication

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

<https://app.panacea-software.com/portsmouth/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://app.panacea-software.com/portsmouth/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Print and Related Services Dynamic purchasing system.

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

Portsmouth City Council ('the council') is inviting requests to participate from suitably qualified suppliers to be admitted to a dynamic purchasing system (DPS) to provide print, design, distribution, merchandise and related services.

The Council has worked with Panacea Applications Limited to introduce a web-based system, Panacea Software ("DPS Portal"), to manage this DPS. The Council will use this system for the procurement of their print, design, distribution, merchandise and related services. ("the Services").

The DPS is divided into the following service categories (each being a "Service Category"):

- Lot 1/1a: Standard print/Specialist Digital printing
- Lot 2/2a: Magazines and brochures/Fulfilment and mailing
- Lot 3: Signage and large format printing
- Lot 4: Parking-specific items
- Lot 5: Branded promotional items and merchandise
- Lot 6: Envelopes
- Lot 7: Mailing and fulfilment

- Lot 8: Door to door distribution
- Lot 9: Creative services

The Council will run the procurement process in accordance with the 'Restricted Procedure' as set out within the Public Contract Regulations (2015). The procurement programme is set out below:

Selection stage documents available on Panacea 16/07/24

SQ return deadline 15/08/24

Evaluation of SQs completed 23/08/24

Selection decision notified to candidates 30/08/24

Start of DPS 02/09/24

A Supplier that is interested in providing Print and Related Services to the Contracting Authority will need to apply to join the DPS Portal by creating an account and submitting their Response to the Standard Selection Questionnaire online the URL for which is below:

<https://app.panacea-software.com/portsmouth/>

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

Standard print and Specialist Digital printing

Lot No

1/1a

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

Lot 1 includes printing and delivery of our standard, regularly produced items. The items may be printed by sheet-fed litho, web-offset litho or digitally, depending on quantity and speed of required delivery.

Quantity printed per job varies from single copies to 25,000. Most jobs are 500 to 5,000 copies.

All paper should be sustainably sourced and accredited as recycled, FSC 100% or FSC Mix.

Some jobs may need additional finishing such as die-cutting, laminating, spot UV, foil block, scoring, or hand-finishing.

There is a sub lot - 1a - Specialist Digital Printing is for suppliers offering digital printing on a range of substrates, on dark materials and / or of labels and packaging materials. This lot is used for work such as this which is produced on different materials and requires greater flexibility than many commercial printing requirements. This work requires the ability to digital print on darker materials. See specification for more details.

Lot 1a can only be applied for by those suppliers applying to Lot 1

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

The initial DPS term will be for 3 years with possibility of extending the term thereafter on a rolling basis in increments to be advertised at the discretion of the council.

II.2.14) Additional information

Lot 1 will be live immediately.

II.2) Description

II.2.1) Title

Magazines and brochures/Fulfilment and mailing

Lot No

2/2a

II.2.2) Additional CPV code(s)

- 22100000 - Printed books, brochures and leaflets
- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

Lot 2 includes Portsmouth City Council's two resident magazines - Flagship and House Talk - and one magazine for Gosport Borough Council - At Your Service. It also includes the

Portsmouth visitor guide. We occasionally have a need for additional magazines for a special subject and these are referred to as ad-hoc magazines. Some of these publications require distribution, either by Royal Mail or to regional distribution centres.

Lot 2 requires a proof-reading service to be carried out on all jobs.

Additional magazines and brochures are required on an ad-hoc basis. Specifications vary. These may include finishes not used in our standard magazines such as perfect binding, PUR binding, lamination, spot UV or foil blocking.

Lot 2a is to select appropriate suppliers for instances for which we require the printer to also mail.

Lot 2a can only be applied for by those suppliers applying to Lot 2

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

The initial DPS term will be for 3 years with possibility of extending the term thereafter on a rolling basis in increments to be advertised at the discretion of the council.

II.2.14) Additional information

Lot 2 will be live immediately.

II.2) Description

II.2.1) Title

Signage and large format printing

Lot No

3

II.2.2) Additional CPV code(s)

- 22900000 - Miscellaneous printed matter
- 34928470 - Signage

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

Lot 3 is for a wide range of signs and display materials produced in varying materials including foamex, vinyl, acrylic, metal and wood.

This includes but is not limited to:

- printed self adhesive vinyl
- cut self adhesive vinyl
- printed self adhesive contravision vinyl
- printed PVC vinyl banners, including hemming and eyeletting
- printed pull up banners

- printed foamex
- printed correx
- built-up lettering in acrylic and metal
- aluminium tray signs
- vehicle graphics
- engraved signs
- static cling stickers
- feather flags
- installation

Some items require installation and the contractor may be required to supply RAMS documentation prior to work commencing. The supplier may need to make arrangements with building managers or third-party contractors to arrange this.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

The initial DPS term will be for 3 years with possibility of extending the term thereafter on a rolling basis in increments to be advertised at the discretion of the council.

II.2.14) Additional information

Lot 3 will be live immediately.

II.2) Description

II.2.1) Title

Parking-specific items

Lot No

4

II.2.2) Additional CPV code(s)

- 22450000 - Security-type printed matter
- 22900000 - Miscellaneous printed matter
- 42991230 - Ticket printers
- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

Portsmouth City Council Parking require a range of specialist items that include scratch off latex, holograms or other security features.

These include:

- scratch cards for visitor and permit parking
- resident parking permits with hologram and plastic wallets
- disabled bay permits with hologram and plastic wallets
- penalty charge notices for enforcement officer hand-held printer
- waterproof penalty charge notice plastic carriers with self adhesive backing
- enforcement officer notebooks
- pay and display ticket meter tickets on rolls
- car park barrier tickets

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

The initial DPS term will be for 3 years with possibility of extending the term thereafter on a

rolling basis in increments to be advertised at the discretion of the council.

II.2.14) Additional information

Lot 4 will be live at a later date.

II.2) Description

II.2.1) Title

Branded promotional items and merchandise

Lot No

5

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products
- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

This lot is for bespoke promotional or branded items.

The lot includes, but is not limited to:

- Pens
- Pencils
- Mugs
- Button badges
- Enamel badges

- Keyrings
- Gazebos
- Tablecloths
- Flags
- Branded clothing: t-shirts, hats, vests, scarfs, hi-vis (excludes uniform)
- Warrant card holders
- Beermats
- Lanyards

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

The initial DPS term will be for 3 years with possibility of extending the term thereafter on a

rolling basis in increments to be advertised at the discretion of the council.

II.2.14) Additional information

Lot 5 will be live immediately.

II.2) Description

II.2.1) Title

Envelopes

Lot No

6

II.2.2) Additional CPV code(s)

- 30199710 - Printed envelopes
- 30199711 - Printed window envelopes
- 30199712 - Printed non-window envelopes

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

Lot 6 is for bespoke printed envelopes. It does not include unprinted envelopes that are available off the shelf, but may include unprinted envelopes if a custom size or style is required.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

The initial DPS term will be for 3 years with possibility of extending the term thereafter on a rolling basis in increments to be advertised at the discretion of the council.

II.2.14) Additional information

Lot 6 will be live immediately.

II.2) Description

II.2.1) Title

Personalised Mailing and fulfilment

Lot No

7

II.2.2) Additional CPV code(s)

- 64110000 - Postal services
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

This lot is for a range of mailing and related services including personalisation, collation, insertion, data-cleansing, wrapping, postage management and distribution. This lot requires the supplier to have certification for ISO27001 or a comprehensive documented and monitored data processing and storage procedure that can be demonstrated.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

The initial DPS term will be for 3 years with possibility of extending the term thereafter on a rolling basis in increments to be advertised at the discretion of the council.

II.2.14) Additional information

Lot 7 will be live immediately.

II.2) Description

II.2.1) Title

Non-Personalised Mailing and fulfilment

Lot No

8

II.2.2) Additional CPV code(s)

- 22900000 - Miscellaneous printed matter
- 64111000 - Postal services related to newspapers and periodicals
- 64112000 - Postal services related to letters

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

This lot is for a range of mailing and related services including personalisation, collation, insertion, data-cleansing, wrapping, postage management and distribution.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

The initial DPS term will be for 3 years with possibility of extending the term thereafter on a rolling basis in increments to be advertised at the discretion of the council.

II.2.14) Additional information

Lot 8 will be live immediately.

II.2) Description

II.2.1) Title

Door-to-door distribution

Lot No

9

II.2.2) Additional CPV code(s)

- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

This lot is for distribution of printed material to residential properties and businesses in Portsmouth. Items may be addressed or non-addressed.

Distribution may be city-wide, a specific area, or may include surrounding areas such as Havant or Gosport.

Items provided by PCC must not be inserted into items provided by other customers.

Items provided by other customers must not be inserted into items provided by PCC.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

The initial DPS term will be for 3 years with possibility of extending the term thereafter on a rolling basis in increments to be advertised at the discretion of the council.

II.2.14) Additional information

Lot 9 will be live immediately.

II.2) Description

II.2.1) Title

Creative services

Lot No

10

II.2.2) Additional CPV code(s)

- 79821000 - Print finishing services
- 79960000 - Photographic and ancillary services
- 92100000 - Motion picture and video services

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

This Lot includes a range of creative services including, but not limited to:

- Copy writing
- Proof-reading
- Graphic design
- Artwork
- Illustration
- Motion graphics
- Animation

- Photography
- Videography
- Video editing
- Voiceovers

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

The initial DPS term will be for 3 years with possibility of extending the term thereafter on a rolling basis in increments to be advertised at the discretion of the council.

II.2.14) Additional information

Lot 10 will be live at a later date.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

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

15 August 2024

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

15 August 2024

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Body

Cabinet Office

London

Email

publicprocurementreview@cabinetoffice.gov.uk

Telephone

+44 3450103503

Country

United Kingdom