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Tender

## **Printer Paper, Envelopes and Associated Products**

Liverpool City Council

F02: Contract notice

Notice identifier: 2022/S 000-021909

Procurement identifier (OCID): ocds-h6vhtk-035a5c

Published 9 August 2022, 4:35pm

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

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

Liverpool City Council

4th Floor, Cunard Building

Liverpool

L3 1DS

#### **Contact**

Mr Steve Haywood

#### **Email**

[steve.haywood@liverpool.gov.uk](mailto:steve.haywood@liverpool.gov.uk)

#### **Telephone**

+44 1513510543

**Country**

United Kingdom

**Region code**

UKD72 - Liverpool

**Internet address(es)**

Main address

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

Buyer's address

<http://www.liverpool.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/Login>

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/Login>

**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**

Printer Paper, Envelopes and Associated Products

Reference number

DN623664

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

- 30199000 - Paper stationery and other items

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

Supplies

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

Contract Number: DN623664

Contract Name: Printer Paper, Envelopes and Associated Products

Liverpool City Council is seeking tender submissions for the supply of printer paper, envelopes and associated products.

This includes, but is not limited to:

- Digital cut sheet paper
- Wide-format materials
- Envelopes
- Packaging materials

Delivery locations will be within the Liverpool area.

Further information can be obtained from: <https://procontract.due-north.com> from 17:00 on 9 August 2022.

The response submission deadline is 10:00 on 9 September 2022.

Please download the full document suite from Procontract.

Your company will need to register on Procontract (Due North) to be able to receive the opportunity. The documents will only be available on Procontract.

Once you have registered you will need to go to the “my opportunities” section on the home page of Procontract and follow the instructions as a supplier to enable you to return your submission.

To register your organisation on Procontract click on the following link <https://procontract.due-north.com/register>, go to suppliers’ area and click on “register free”.

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

Value excluding VAT: £600,000

### **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**

Digital Cut Sheet Paper

Lot No

1

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

- 30199000 - Paper stationery and other items

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

NUTS codes

- UKD72 - Liverpool

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

The supply of digital cut sheet paper including, but not limited to:

Silk Coated SRA3, 350g, 300g, 250g, 210g, 170g, 150g and 120g

Gloss Coated SRA3 250g

White Boards SRA2 120g and 160g

Uncoated SRA3 280, 300g and 340g

Uncoated Paper A3 90gm

Uncoated Paper A4 90gm

Uncoated Paper SRA2 90gm

White Copier Paper A3 75g

White Copier Paper A4 75g

Tinted Paper A3, A4 80g

Tinted Board SRA2 160g

Xerox Never-Tear SRA3 270 micron and 145 micron or equivalent

NCR CB, CFB and CF A4 65g tinted papers

NCR CB, CFB and CF A3 65g tinted papers

CBS1 A4 95gm

Grey Backing Board SRA2 300gm

Dura Label or equivalent SRA3

Address Labels A4 sheets

A4 & A3 Sheets of Permanent adhesive Labels

A4 & A3 Sheets of Non-Permanent adhesive Labels

NCR Fan-Apart Glue

Adhesive PVA

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

Quality criterion - Name: Technical / Weighting: 50

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 40

### **II.2.6) Estimated value**

Value excluding VAT: £332,000

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

Duration in months

48

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: 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

## **II.2) Description**

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

Wide-Format Materials

Lot No

2

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

- 30199000 - Paper stationery and other items

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

NUTS codes

- UKD72 - Liverpool

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

The supply of wide-format materials including, but not limited to:

Wide format materials for a SOLVENT printer:

300mic 1600mm Clear

300mic 800mm Clear

260mic grey back Banner Material

300mic grey back Banner Material

100mic Vinyl Gloss White Permanent

100mic Vinyl Gloss White Permanent

100mic Vinyl Matt White Permanent

100mic Vinyl Matt White Permanent

140g Satin Poster Stock

200g Satin Poster Stock

225g Satin Poster Stock 'Photo Quality'

200gsm Gloss Poster Stock

550gsm Coated Banner

550gsm Coated Banner

550gsm Coated Banner

170mic (or equivalent) Flooring Adhesive Stock

Lamination materials – MUST be UV ink guaranteed

70mic Gloss Laminate Film

70mic matt Laminate Film

130mic Crystal Laminate Film

Wide Format Materials:

Foam Board 5mm

Correx Board 5mm

Correx Board 5mm

Foamalux 5mm (or equivalent)

Gloss White PVC Sheet 600mic (or equivalent)

Roller Banner Cassettes

Eyelets

Double sided tapes suitable for vinyl exterior banners

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

Quality criterion - Name: Technical / Weighting: 50

Quality criterion - Name: Social Value / Weighting: 10



Price - Weighting: 40

### **II.2.6) Estimated value**

Value excluding VAT: £136,000

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

Duration in months

48

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: 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

## **II.2) Description**

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

Envelopes

Lot No

3

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

- 30199000 - Paper stationery and other items

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

NUTS codes

- UKD72 - Liverpool

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

The supply of envelopes including, but not limited to:

C5 Self Seal Window Envelope (162 x 229mm)

C5 Self Seal Non-Window Envelope (162 x 229mm)

C5 Gummed Window Envelope (162 x 229mm)

C5 Gummed Blank Window Envelope (162 x 229mm)

C5 Gummed Manilla (162 x 229mm)

C5 Gummed Window Envelope (162 x 229mm)

C4 Self Seal Window Envelope (324 x 229mm)

C4 Self Seal Non-Window Envelope (324 x 229mm)

C4 Blank Gummed Envelope (324 x 229mm)

C4 Gummed Window Envelope (324 x 229mm)

C5 Gummed Blank Non-Window Manilla Wallet Envelope 80g (162 x 229mm)

C6 Greetings Card Non-Window Envelope

C5 Greetings Card Non-Window Envelope

Suppliers on this lot must be a Royal Mail approved envelope manufacturer and have undertaken Royal Mails quality assurance process for producing machinable envelopes for our Royal Mail Retail and Wholesale sorted letter products. Pre-printed addressed envelopes must successfully pass the design requirements for Royal Mails optical character recognition mailpiece and be able to supply proof PDFs showing the envelope design.

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

Quality criterion - Name: Technical / Weighting: 50

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 40

### **II.2.6) Estimated value**

Value excluding VAT: £128,000

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

Duration in months

48

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: 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

## **II.2) Description**

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

Packaging Materials

Lot No

4

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

- 30199000 - Paper stationery and other items

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

NUTS codes

- UKD72 - Liverpool

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

The supply of packaging materials including, but not limited to:

Business Card Boxes plastic

A4 Stationary Tray with Lid

A3 Stationary Tray with Lid

2" polypropylene clear packing tape

Bubble wrap

Flat Packed Packing Boxes

Flat Packed Packing Boxes

Polythene Mailing Envelopes/Bags various sizes

Postal Tubes various sizes

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

Quality criterion - Name: Technical / Weighting: 50

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 40

## **II.2.6) Estimated value**

Value excluding VAT: £4,000

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

Duration in months

48

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: 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

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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

Envisaged maximum number of participants to the framework agreement: 8

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

Not applicable.

#### **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

9 September 2022

Local time

10:00am

#### **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: 3 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

9 September 2022

Local time

10:00am

Place

Liverpool

Information about authorised persons and opening procedure

Category Manager

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## **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**

Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom