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Tender

Print services for London Borough of Hillingdon

London Borough of Hillingdon

F02: Contract notice

Notice identifier: 2021/S 000-023879

Procurement identifier (OCID): ocds-h6vhtk-02e4b8

Published 24 September 2021, 10:44pm

Section I: Contracting authority

I.1) Name and addresses

London Borough of Hillingdon

London

Hillingdon

London

Email

sshardow@hillington.gov.uk

Country

United Kingdom

NUTS code

UKI74 - Harrow and Hillingdon

Internet address(es)

Main address

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

I.3) Communication

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

<https://www.capitalesourcing.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.capitalesourcing.com>

Tenders or requests to participate must be submitted to the above-mentioned address

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 services for London Borough of Hillingdon

II.1.2) Main CPV code

- 22100000 - Printed books, brochures and leaflets

II.1.3) Type of contract

Supplies

II.1.4) Short description

The London Borough of Hillingdon is the westernmost borough in Greater London and second largest of London's 32 boroughs, covering an area of 42 square miles (11,571 hectares) and located 14 miles from central London. Heathrow Airport is within Hillingdon's boundary and continues to be the region's biggest employment site.

In addition to Heathrow, Hillingdon contains a number of transport links, including major UK motorways (M4, M25, and M40), the national rail network and the London Underground Metropolitan, Piccadilly and Central lines.

Hillingdon is also where town and country meet, with 800 acres of woodland, country parks, fields and farms, several rivers and the Grand Union Canal. The borough maintains more than 200 green spaces, totalling around 1,800 acres (730 hectares). Popular attractions include the historic Manor Farm complex, picturesque villages of Harefield and Harmondsworth, the borough's golf courses and leisure centres, Ruislip Lido, various theatres and arts centers and the Battle of Britain Bunker Exhibition and Visitor Centre.

Hillingdon Council's vision is 'putting our residents first.' This ethos is woven into all of the services the council provides. Delivering value for money services, will protect the borough's heritage, built and natural environment and promote civic pride so that people are proud to say they live in Hillingdon. We will continue to keep our residents safe and healthy and will do all we can in the current economic climate to maintain services that our residents tell us are important.

The Hillingdon Council is seeking suppliers for the following services :

An external printing supplier to supply the council with a wide range of printed materials. including litho and digital printing.

External supplier to Print Hillingdon's flagship publication, Hillingdon People Resident Magazine.

External supplier to distribute the Hillingdon People Resident Magazine bi-monthly across the borough.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 3

II.2) Description

II.2.1) Title

Provision of Print Services for the London Borough of Hillingdon (EXCLUDING printing of resident magazine)

Lot No

Lot 1

II.2.2) Additional CPV code(s)

- 22100000 - Printed books, brochures and leaflets
- 22130000 - Directories
- 22150000 - Brochures
- 22160000 - Booklets

II.2.3) Place of performance

NUTS codes

- UKI74 - Harrow and Hillingdon

II.2.4) Description of the procurement

The London Borough of Hillingdon requires an external printing supplier to supply the Council with a wide range of printed materials.

The Contract will be for an initial term of 3 (three) years with the option to extend for a further 2 (1+1) giving a total permissible contract term of 5 (five) years.

The printing supplier;

(a) Must be able to provide litho and digital printing, Please see specification for detailed requirements.

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: £725,000

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

Start date

1 March 2022

End date

28 February 2027

This contract is subject to renewal

Yes

Description of renewals

The contract will be review on 28th February 2026, Thereafter

the 2 year extension may apply. The 2 year extension is based on (1+1) renewal.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.12) Information about electronic catalogues

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

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

Provision of Printing Hillingdon People Resident Magazine

Lot No

Lot 2

II.2.2) Additional CPV code(s)

- 22100000 - Printed books, brochures and leaflets
- 22200000 - Newspapers, journals, periodicals and magazines

II.2.3) Place of performance

NUTS codes

- UKI7 - Outer London – West and North West
- UKI74 - Harrow and Hillingdon

II.2.4) Description of the procurement

The London Borough of Hillingdon requires a printing service for its residents' magazine, "Hillingdon People".

The London Borough of Hillingdon's flagship publication, "Hillingdon People" is a residents' magazine delivered to households across the borough. It is important to maintain the high print quality of "Hillingdon People"

The volume of printing required is 118,000 per edition, however due to ongoing changes within the borough, this volume could be subject to change.

The printing supplier shall be able to pack the Hillingdon People magazine ready for delivery in the following manner;

(a) Bulk pack on pallets of 100 units (113,200 copies) to be delivered to the distributor.

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: £425,000

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

Start date

1 March 2022

End date

28 February 2026

This contract is subject to renewal

Yes

Description of renewals

The contract will be review on 28th February 2026, Thereafter

the 2 year extension may apply. The 2 year extension is based on (1+1) renewal.

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

Provision of Distributing Hillingdon People Resident Magazine

Lot No

Lot 3

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UKI74 - Harrow and Hillingdon

II.2.4) Description of the procurement

The London Borough of Hillingdon requires the distribution of Hillingdon People bi-monthly across the borough.

Volumes

The distributing supplier shall ensure the delivery of Hillingdon People to all the residents of the London Borough of Hillingdon. Please refer to Annex 1-Postal Code List;

(a) The quantity to be delivered is approximately 108,000 editions.

(b) The distributing supplier must allow for the whole of the London Borough of Hillingdon to be distributed

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: £200,000

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

Start date

1 March 2022

End date

28 February 2026

This contract is subject to renewal

Yes

Description of renewals

The contract will be review on 28th February 2026, Thereafter

the 2 year extension may apply. The 2 year extension is based on (1+1) renewal.

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 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: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

20 October 2021

Local time

5:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

27 October 2021

Local time

2:00pm

Information about authorised persons and opening procedure

Open via the portal

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2027

VI.2) Information about electronic workflows

Electronic ordering will be used

VI.4) Procedures for review

VI.4.1) Review body

London Borough of Hillingdon

Civic Center

Uxbrudge

UB8 1UW

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

London Borough Hillingdon

Civic Centre

Uxbridge

UB8 1UW

Country

United Kingdom

