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Tender

3446.PS.LWM.22 – Print and Fulfilment of the Alumni Magazine Package for The University of Sheffield

University of Sheffield

F02: Contract notice

Notice identifier: 2022/S 000-023883

Procurement identifier (OCID): ocids-h6vhtk-036329

Published 26 August 2022, 10:03am

Section I: Contracting authority

I.1) Name and addresses

University of Sheffield

Procurement Office, Arts Tower, Western Bank

Sheffield

S10 2TN

Email

l.w.marsden@sheffield.ac.uk

Telephone

+44 1142224206

Country

United Kingdom

NUTS code

UKE32 - Sheffield

Internet address(es)

Main address

www.in-tendhost.co.uk/sheffield

I.3) Communication

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

www.in-tendhost.co.uk/sheffield

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.in-tendhost.co.uk/sheffield

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

www.in-tendhost.co.uk/sheffield

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

3446.PS.LWM.22 – Print and Fulfilment of the Alumni Magazine Package for The University of Sheffield

Reference number

3446.PS.LWM.22

II.1.2) Main CPV code

- 79823000 - Printing and delivery services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Sheffield wishes to appoint a company to provide the print and fulfilment of the university Alumni Magazine Package. The Alumni Magazine Package consists of 1 magazine, 2 questionnaires, 2 outer envelopes, 3 return envelopes, a fundraising flyer, a carrier sheet and a membership card. Further details can be found after downloading the ITT documents from the InTend portal.

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79823000 - Printing and delivery services
- 22100000 - Printed books, brochures and leaflets
- 79824000 - Printing and distribution services

- 22458000 - Bespoke printed matter

II.2.3) Place of performance

NUTS codes

- UKE32 - Sheffield

Main site or place of performance

The University of Sheffield

II.2.4) Description of the procurement

Print and fulfilment of the university Alumni Magazine Package. The Alumni Magazine Package consists of 1 magazine, 2 questionnaires, 2 outer envelopes, 3 return envelopes, a fundraising flyer, a carrier sheet and a membership card.

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

Start date

1 April 2023

End date

31 December 2026

This contract is subject to renewal

Yes

Description of renewals

Option to extend a further two yearly periods, subject to performance.

II.2.10) Information about variants

Variants will be accepted: Yes

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: Yes

IV.2) Administrative information

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

Date

3 October 2022

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

3 October 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

High Court of England, Wales and Northern Ireland

London

Country

United Kingdom