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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](mailto: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](http://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](http://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](http://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](http://www.in-tendhost.co.uk/sheffield)

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **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

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## **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

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## **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