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Planning

Cambridge City Council - PIN to produce and deliver a residents' magazine

Cambridge City Council

F01: Prior information notice

Reducing time limits for receipt of tenders

Notice identifier: 2021/S 000-024105

Procurement identifier (OCID): ocds-h6vhtk-02e599

Published 28 September 2021, 3:30pm

Section I: Contracting authority

I.1) Name and addresses

Cambridge City Council

Cambridge City Council, Guildhall

Cambridge

CB2 3QJ

Contact

Miss Amy Kenny

Email

Amy.Kenny@cambridge.gov.uk

Telephone

+44 1223458178

Country

United Kingdom

NUTS code

UKH12 - Cambridgeshire CC

Internet address(es)

Main address

<https://cambridge.gov.uk>

Buyer's address

<https://procontract.due-north.com>

I.3) Communication

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

<https://procontract.due-north.com/Advert/Index?advertId=2344a803-6720-ec11-810e-005056b64545>

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/Advert/Index?advertId=2344a803-6720-ec11-810e-005056b64545>

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

Cambridge City Council - PIN to produce and deliver a residents' magazine

Reference number

DN572774

II.1.2) Main CPV code

- 22100000 - Printed books, brochures and leaflets

II.1.3) Type of contract

Supplies

II.1.4) Short description

Cambridge City Council are looking for a supplier(s) to produce and deliver a magazine for residents called Cambridge Matters. The magazine is produced quarterly.

Requirements

- Design
- Advertising
- Paper and Print
- Delivery
- Storage
- Reporting

If you can provide all or some of the requirements above, please submit a brief outline of the services you can deliver and how. This should be no more than 1 side of A4.

This prior information notice (PIN) is aimed at testing the market to enable us to create a specification that will provide the best value for the authority whilst still providing an excellent service to the residents of Cambridge. It may also be used to reduce the

timescales of the procurement if required.

The Council will offer face to face engagement during the period the PIN is active. Further details of this will be sent out via the e-tendering portal Proactis <https://procontract.due-north.com> After the face-to-face engagement details of the procurement process will be shared again via the portal.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79341000 - Advertising services

II.2.3) Place of performance

NUTS codes

- UKH12 - Cambridgeshire CC

II.2.4) Description of the procurement

Cambridge City Council are looking for a supplier(s) to produce and deliver a magazine for residents called Cambridge Matters. The magazine is produced quarterly.

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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: £100,000

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.2.14) Additional information

Budget to be confirmed,

II.3) Estimated date of publication of contract notice

15 November 2021

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

High Court

The Strand

London

WC2A 2LL

Country

United Kingdom