

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/024693-2021>

Tender

## **Framework for Printing and Fulfilment Services**

GATESHEAD COUNCIL

F02: Contract notice

Notice identifier: 2021/S 000-024693

Procurement identifier (OCID): ocds-h6vhtk-02e7e2

Published 5 October 2021, 9:53am

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

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

GATESHEAD COUNCIL

Regent Street

Gateshead

NE81HH

#### **Contact**

Hannah Millar

#### **Email**

[hannahmillar@gateshead.gov.uk](mailto:hannahmillar@gateshead.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKC2 - Northumberland and Tyne and Wear

**Internet address(es)**

Main address

[www.gateshead.gov.uk](http://www.gateshead.gov.uk)

**I.3) Communication**

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

[www.nepo.org](http://www.nepo.org)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.nepo.org](http://www.nepo.org)

**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**

Framework for Printing and Fulfilment Services

Reference number

DN564294

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

- 79800000 - Printing and related services

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

Services

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

Gateshead Council wishes to establish a multi-lot Framework with a number of qualified and experienced suppliers to deliver a range of printing and fulfilment services.

The Framework contract will comprise of the following Lots:

Lot 1 - Revenues, Benefits and Housing Documents

Lot 2 - Printing and Fulfilment Services

Lot 3 - Printing of Council News Magazine and Other Related Articles

Lot 4 - Offset/Litho Print

Lot 5 - Large Format Print

Lot 6 - Promotional Print

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

Value excluding VAT: £2,600,000

#### **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**

Revenues, Benefits and Housing Documents

Lot No

1

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

- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

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

NUTS codes

- UKC2 - Northumberland and Tyne and Wear

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

The Council would like to secure the provision of an efficient mailing fulfilment service for the printing of our Revenues, Benefits and Housing documents.

The service will cover both our Annual and Daily Billing printing arrangements and will provide for the printing of documents produced from our Capita, Civica and Housing computer systems. The service must also provide for the direct receipt of returned undelivered mail which is to be digitised with the appropriate information detailed in the specification, returned to the Council in an electronic format so that we can update our records.

### **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: £1,000,000

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

Duration in months

24

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: Yes

Description of options

This contract has options to extend for a further 2 x 12-month periods.

## **II.2) Description**

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

Printing and Fulfilment Services

Lot No

2

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

- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

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

NUTS codes

- UKC2 - Northumberland and Tyne and Wear

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

Suppliers appointed to Lot 2 of the Framework will be required to provide a range of

printing and fulfilment services. The services that may be required as part of this Lot include:

Quarterly and annual statements

Customer newsletters (to be mailed together with statements)

Annual surveys

Print will vary in type, size, quantity and complexity depending on the individual job.

#### **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: £520,000

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

Duration in months

24

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: Yes

Description of options

This contract has options to extend for a further 2 x 12-month periods.

## **II.2) Description**

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

## Printing of Council News Magazine and Other Related Articles

Lot No

3

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

- 79810000 - Printing services

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

NUTS codes

- UKC2 - Northumberland and Tyne and Wear

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

Suppliers appointed to Lot 3 of the Framework will be required to provide a printing service to the Council's Office of the Chief Executive's Service for the production of its residents' magazine 'GATESHEAD COUNCIL NEWS' and various other publications as required.

### **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: £360,000

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

Duration in months

24

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: Yes

Description of options

This contract has options to extend for a further 2 x 12-month periods.

## **II.2) Description**

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

Offset/Litho Print

Lot No

4

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

- 79810000 - Printing services

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

NUTS codes

- UKC2 - Northumberland and Tyne and Wear

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

Suppliers appointed to Lot 4 of the Framework will be required to provide a range of printed material ranging in nature from simple forms and one- or two-colour leaflets, to full colour brochures. The services that may be required as part of this Lot include:

Offset/Litho Print including Finishing

Digital Print including Finishing

Web Print including Finishing

Finishing is included as appropriate and includes but is not limited to:

Die-cut, Lamination, Encapsulation, Fold/crease/score, Perfect Binding, Perforation, Embossing, Foil Blocking, Eye Letting, Spot UV, Numbering

### **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: £300,000

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

Start date

10 January 2022

End date

1 December 2023

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: Yes

Description of options

This contract has options to extend for a further 2 x 12-month periods.

**II.2) Description**

**II.2.1) Title**

Large Format Print

Lot No

5

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

- 79810000 - Printing services

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

NUTS codes

- UKC2 - Northumberland and Tyne and Wear

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

Suppliers appointed to Lot 5 of the Framework will be required to provide a range of large format printing. The services that may be required as part of this Lot include:

Bridge Banners

Pull Up Banners

Large Foamex Boards

Vehicle Signage

Posters

Finishing is included as appropriate and includes but is not limited to:

Stitching, Eyeletting, Laminating, Mounting

### **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: £300,000

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

Start date

10 January 2022

End date

1 December 2023

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: Yes

Description of options

This contract has options to extend for a further 2 x 12-month periods.

## **II.2) Description**

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

Promotional Print

Lot No

6

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

- 79810000 - Printing services

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

NUTS codes

- UKC2 - Northumberland and Tyne and Wear

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

Suppliers appointed to Lot 6 of the Framework will be required to provide a range of branded promotional items. The services that may be required as part of this Lot include supply and branding of:

- Pens
- Mugs

- Reusable shopping bags
- USB sticks
- Lanyards
- T-shirts
- Corporate gifts such as paperweights, key rings, mouse mats etc.

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

Start date

10 January 2022

End date

1 December 2023

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: Yes

Description of options

This contract has options to extend for a further 2 x 12-month periods.

---

## **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

9 November 2021

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

9 November 2021

Local time

12:01pm

---

## **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**

The Borough Council of Gateshead

Gateshead

Country

United Kingdom