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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

Country

United Kingdom

NUTS code

UKC2 - Northumberland and Tyne and Wear

Internet address(es)

Main address

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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