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Tender

## **Print & Design Framework**

The Royal Borough of Kingston upon Thames

F02: Contract notice

Notice identifier: 2021/S 000-026235

Procurement identifier (OCID): ocds-h6vhtk-02ede8

Published 20 October 2021, 10:36am

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

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

The Royal Borough of Kingston upon Thames

Guildhall, High Street

Kingston upon Thames

KT1 1EU

#### **Email**

[commissioning@kingston.gov.uk](mailto:commissioning@kingston.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKI63 - Merton, Kingston upon Thames and Sutton

#### **Internet address(es)**

Main address

<http://www.kingston.gov.uk>

Buyer's address

<http://www.kingston.gov.uk>

## **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

## **I.3) Communication**

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

<https://www.londontenders.org/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.londontenders.org/>

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

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Print & Design Framework

Reference number

DN568898

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

- 79800000 - Printing and related services

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

Services

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

The Royal Borough of Kingston upon Thames invites tenders for the provision of design and print services that support the authority in communicating key messages. The Council is seeking to establish a framework split into two Lots:

Lot 1 – Design

(development of micro-sites and ongoing support, digital banner advertising, app development, social media and e-mail marketing campaigns and associated services, graphic design for print output, creative concept and brand development, creative page layout, typesetting and text layout).

Lot 2 – Print Services

(Printing of leaflets, publications, flyers, magazines, pamphlets, newsletters, posters, display boards, pull up banners, reports, forms and similar services as required by the council. Postage of printed material as and when required. Printing onto paper, corex, foamex, card and vinyl banners. Finishing requirements to include perfect binding, saddle stitching, wire stitching, drilling, die cutting, folding, laminating, trimming, creasing and perforation.)

The Authority intends to establish a framework contract and intends to appoint five suppliers to each Lot of the framework. The Authority reserves the right to appoint more than five suppliers to each Lot. Tenderers may bid for more than one Lot.

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

Value excluding VAT: £240,000

### **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**

Design Services

Lot No

1

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

- 22314000 - Designs
- 72413000 - World wide web (www) site design services
- 79342000 - Marketing services

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

NUTS codes

- UKI63 - Merton, Kingston upon Thames and Sutton

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

Lot 1 – Design

Development of micro-sites and ongoing support, digital banner advertising, app development, social media and e-mail marketing campaigns and associated services, graphic design for print output, creative concept and brand development, creative page layout, typesetting and text layout.

### **II.2.5) Award criteria**

Quality criterion - Name: Method Statements / Weighting: 20%

Quality criterion - Name: Examples of jobs completed / Weighting: 30%

Quality criterion - Name: Social Value / Weighting: 10%

Price - Weighting: 40%

### **II.2.6) Estimated value**

Value excluding VAT: £140,000

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

Duration in months

48

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: 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

## **II.2) Description**

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

Print Services

Lot No

2

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

- 22000000 - Printed matter and related products
- 22100000 - Printed books, brochures and leaflets
- 79800000 - Printing and related services
- 79820000 - Services related to printing

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

NUTS codes

- UKI63 - Merton, Kingston upon Thames and Sutton

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

Lot 2 – Print Services

Printing of leaflets, publications, flyers, magazines, pamphlets, newsletters, posters, display boards, pull up banners, reports, forms and similar services as required by the council. Postage of printed material as and when required. Printing onto paper, corex, foamex, card and vinyl banners. Finishing requirements to include perfect binding, saddle stitching, wire stitching, drilling, die cutting, folding, laminating, trimming, creasing and perforation.

### **II.2.5) Award criteria**

Quality criterion - Name: Method Statements / Weighting: 20%

Quality criterion - Name: Examples of jobs completed / Weighting: 30%

Quality criterion - Name: Social Value / Weighting: 10%

Price - Weighting: 40%

### **II.2.6) Estimated value**

Value excluding VAT: £100,000

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

Duration in months

48

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: 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.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 10

In the case of framework agreements, provide justification for any duration exceeding 4 years:

##### **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

19 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

19 November 2021

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

The Council reserves the right to terminate the process at any time prior to award of contract. The Council does not bind itself to accept the lowest tender, or any tender received and reserves the right to call for new tenders should they consider this necessary. The Council shall not be liable for any costs or expenses incurred by any tenderer in connection with the completion and return of information requested in this contract notice or the completion or submission of any tender.

Tenderers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems. For more information about this opportunity, please visit the London Tender Portal: <https://www.londontenders.org/>

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

The Royal Borough of Kingston upon Thames

Guildhall 2, High Street

KT1 1EU

Email

[commissioning@kingston.gov.uk](mailto:commissioning@kingston.gov.uk)

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Royal Courts of Justice

Strand

WC2A 2LL

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

In accordance with the Public Contract Regulations 2015 the Council will incorporate a minimum 10 calendar day standstill period at the point information on which the contract award decision is communicated to tenderers