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Tender

## **Graphic Design Framework**

The Education and Training Foundation

F02: Contract notice

Notice identifier: 2022/S 000-026981

Procurement identifier (OCID): ocds-h6vhtk-036ba8

Published 27 September 2022, 8:53am

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

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

The Education and Training Foundation

Third Floor, 157 - 197 Buckingham Palace Road

London

SW1W 9SP

#### **Email**

[tenderqueries@etfoundation.co.uk](mailto:tenderqueries@etfoundation.co.uk)

#### **Telephone**

+44 2037408280

#### **Country**

United Kingdom

#### **NUTS code**

UKI - London

**Internet address(es)**

Main address

<http://www.et-foundation.co.uk>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA28768](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA28768)

**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

<http://www.mytenders.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.mytenders.co.uk>

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

<http://www.mytenders.co.uk>

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

Other type

Charity

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Graphic Design Framework

Reference number

Comms 22/23.01

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

- 79822500 - Graphic design services

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

Services

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

The Education and Training Foundation (ETF) needs the capacity and capability to produce branded assets for online courses and marketing materials. We wish to establish a multi-supplier framework for graphic design, which will comprise of a maximum number of 5 suppliers, who will be able to tender for the opportunity to produce specific educational resources and promotional materials through a quick quote call-off process.

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

Value excluding VAT: £288,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

- 79822500 - Graphic design services

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

NUTS codes

- UKI - London

Main site or place of performance

London

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

The overall aim of this ITT is to establish a Framework of suppliers who can provide all the following services:

- Technical skills (E.g., Adobe Creative Cloud)
- Branding (compliance with brand guidelines)
- Experience of design for print and online
- Knowledge of accessibility of online documents and familiar with accessibility tools within Microsoft and Adobe suites

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

Quality criterion - Name: Approach and Risk Management / Weighting: 25

Quality criterion - Name: Your Experience and Team / Weighting: 40

Quality criterion - Name: Equality, Diversity and Inclusion and Sustainability / Weighting: 10

Quality criterion - Name: Added Value / Weighting: 15

Price - Weighting: 10

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

Start date

29 November 2022

End date

28 November 2025

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.2.14) Additional information**

The initial value of this Framework will be zero, but will carry the potential for subsequent business opportunities to be awarded via further competition through a quick quote call-out process.

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

##### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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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: 5

**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

26 October 2022

Local time

9:00am

**IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

**IV.2.7) Conditions for opening of tenders**

Date

26 October 2022

Local time

9:00am

Place

London

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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.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=227468](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=227468).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers 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.

(MT Ref:227468)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>