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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

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

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

www.mytenders.co.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

www.mytenders.co.uk

I.4) Type of the contracting authority

Other type

Charity

I.5) Main activity

Education

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.

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

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

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.

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.

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

Telephone

+44 3450103503

Country

United Kingdom

Internet address

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