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Tender

SPS 2160 - Statutory Notices and Advertising Contract

Royal Borough of Greenwich

F02: Contract notice

Notice identifier: 2021/S 000-027615

Procurement identifier (OCID): ocds-h6vhtk-02f34d

Published 3 November 2021, 7:00pm

Section I: Contracting authority

I.1) Name and addresses

Royal Borough of Greenwich

3rd Floor, The Woolwich Centre, 35 Wellington Street, Woolwich

London

SE18 6HQ

Contact

Mr Andrew Clark

Email

andrew.clark@royalgreenwich.gov.uk

Telephone

+44 2089214334

Country

United Kingdom

NUTS code

UKI51 - Bexley and Greenwich

Internet address(es)

Main address

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

Buyer's address

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

I.3) Communication

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

<https://royalgreenwich.proactishosting.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://royalgreenwich.proactishosting.com/>

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

SPS 2160 - Statutory Notices and Advertising Contract

Reference number

DN580041

II.1.2) Main CPV code

- 79341000 - Advertising services

II.1.3) Type of contract

Services

II.1.4) Short description

The Council is legally obliged to produce statutory notices, promote key services and provide information to residents to enable them to access its services. The awarded contractor will therefore be expected to provide a weekly publication, with a minimum guaranteed circulation delivered door to door in the borough. The publication will need to be delivered door to door in line with ABC audited reporting standards(see www.abc.org.uk for more details). If the contractor does not currently meet ABC audit rules, the Council will allow it a period of up to 9 months to gain ABC verification.

The Royal Borough of Greenwich cannot guarantee an on-going minimum or maximum volume of statutory notices and other advertising. However it is anticipated that the value of the minimum value of the contract will be approximately 40 000 GBP per annum and the maximum value will be around 150 000 GBP per annum.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKI51 - Bexley and Greenwich

II.2.4) Description of the procurement

The Council is legally obliged to produce statutory notices, promote key services and provide information to residents to enable them to access its services. The awarded contractor will therefore be expected to provide a weekly publication, with a minimum guaranteed circulation delivered door to door in the borough. The publication will need to meet the criteria required to run statutory notices and will need to be delivered in line with ABC audited reporting standards (see www.abc.org.uk for more details). If the contractor does not currently meet ABC audit rules, the Council will allow it a period of up to 9 months to gain ABC verification.

The successful contractor will need to supplement door to door deliveries with copies of the publication being made available from pick up bins in hard to reach areas and online for residents who prefer to receive their information in a digital format. The contractor will also be expected to ensure that the advertisements are published in the context of engaging local editorial content which helps to positively inform local residents about the measures that their neighbours and local service providers are undertaking to make the borough a great place to live, work, learn and visit.

The period of contract will be 3 years with an option to extend the contract for a period of 24 months. Any extension of contract will only be exercised at the sole discretion of the Council.

The Royal Borough of Greenwich cannot guarantee an on-going minimum or maximum volume of statutory notices and other advertising. However it is anticipated that the value of the minimum value of the contract will be approximately 40 000 GBP and the maximum value will be around 150 000 GBP.

Price is not the only award criterion and all criteria are stated only in the procurement documents

The terms and conditions of contract that have been published alongside this notice in the Invitation to tender (ITT) pack are subject to change before the ITT stage of this process commences. The evaluation criteria will be based on the Most economically advantageous tender (MEAT).

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: £12,000,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

An option to extend the contract for a period of 24 months. Any extension of contract will only be exercised at the sole discretion of the Council.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

An option to extend the contract for a period of 24 months. Any extension of contract will only be exercised at the sole discretion of the Council.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents.

This procurement will be managed electronically via the RBG Proactis Procontract e-tendering

suite. To participate in the procurement, participants shall first be registered on the e-tendering suite. If bidders have not yet registered on the e-tendering suite, this can be done online at <https://royalgreenwich.proactishosting.com/> by following the link <https://procontract.duenorth.com/register>.

Please note that, to register, bidders must have a valid DUNS number (as provided by Dun and Bradstreet) for the organisation which you are registering, who will be entering into a contract if invited to do so. Note: registration may take some time please ensure that you allow a sufficient amount of time to register. Full instructions can be found at <https://supplierhelp.due-north.com/>

Once you have registered on the e-Tendering Suite, a registered user can express an interest for a specific procurement. This is done by looking at the opportunities sections. The registered user will receive a notification email to alert them once this has been done.

As a user of the e-Tendering Suite you will have access to proactis e-portal email messaging service which facilitates all messages sent to you and from you in relation to any specific RFX event. Please note, it is your responsibility to access these emails on a regular basis to ensure you have sight of all relevant information applicable to this opportunity. For technical assistance on use of the e-Sourcing Suite please contact Proactis Helpdesk Freephone:

03450103503

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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

See tender documents for further information.

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

2 December 2021

Local time

12:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

2 December 2021

Local time

12:00pm

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

High Court of England and Wales, Royal Courts of Justice

The Strand

London

WC1A 2LL

Telephone

+44 2079476000

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

High Court of England and Wales, Royal Courts of Justice

The Strand

London

WC1A 2LL

Telephone

+44 2079476000

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

Cabinet Office

70 Whitehall

London

SW1A 2AS

Email

publiccorrespondence@cabinetoffice.gsi.gov.uk

Country

United Kingdom

