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Tender

## **Provision of External Print and Associated Services for University of Aberdeen**

University of Aberdeen

F02: Contract notice

Notice identifier: 2025/S 000-028516

Procurement identifier (OCID): ocids-h6vhtk-0528fc

Published 29 May 2025, 3:01pm

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

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

University of Aberdeen

University Office, King's College

Aberdeen

AB24 3FX

#### **Email**

[e-sourcing@abdn.ac.uk](mailto:e-sourcing@abdn.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM50 - Aberdeen City and Aberdeenshire

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

Main address

<http://www.abdn.ac.uk/procurement>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00102](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00102)

### **I.3) Communication**

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

[https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=fcad6e8d-f138-4ad4-9225-7a79d842b262&\\_ncp=1715248066272.37289-1](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=fcad6e8d-f138-4ad4-9225-7a79d842b262&_ncp=1715248066272.37289-1)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=fcad6e8d-f138-4ad4-9225-7a79d842b262&\\_ncp=1715248066272.37289-1](https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=fcad6e8d-f138-4ad4-9225-7a79d842b262&_ncp=1715248066272.37289-1)

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

Body governed by public law

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

Education

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## **Section II: Object**

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

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

Provision of External Print and Associated Services for University of Aberdeen

Reference number

AU24/30

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

- 79823000 - Printing and delivery services

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

Services

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

The University of Aberdeen are looking for a supplier to deliver a range of print services such as, brochures, flyers, postcards, burst bound books, posters, business stationery, reports, forms and pads. The scope of services that may be required, but not limited to, are listed below:

- Production Management
- Print Production
- Print Finishing Services
- Online Services
- Proofing
- Reprographics Services

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

This contract is divided into lots: No

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

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

- 79823000 - Printing and delivery services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

University of Aberdeen

King's College,

Aberdeen,

AB24 3FX

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

The University of Aberdeen are looking for a supplier to deliver a range of print services such as, brochures, flyers, postcards, burst bound books, posters, business stationery, reports, forms and pads. The scope of services that may be required, but not limited to, are listed below:

- Production Management
- Print Production
- Print Finishing Services
- Online Services
- Proofing
- Reprographics Services

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

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

### **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

Option to extend for 10 further periods, each of 12 months subject to satisfactory annual review and mutual agreement.

### **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 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.1.8) 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

30 June 2025

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

30 June 2025

Local time

12:00pm

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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**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29244.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:800159)

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

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

Aberdeen Sherriff Court

Aberdeen

Country

United Kingdom