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Tender

ID 4748127 - DoJ - The Provision of a Graphic Design and Print Service

The Department of Justice

F02: Contract notice

Notice identifier: 2023/S 000-029721

Procurement identifier (OCID): ocds-h6vhtk-040a69

Published 9 October 2023, 3:21pm

Section I: Contracting authority

I.1) Name and addresses

The Department of Justice

c/o CPD, 303 Airport Road West

BELFAST

BT3 9ED

Email

Justice.CPD@finance-ni.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.justice-ni.gov.uk/>

Buyer's address

<https://www.finance-ni.gov.uk/topics/procurement>

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://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etendersni.gov.uk/epps>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

ID 4748127 - DoJ - The Provision of a Graphic Design and Print Service

II.1.2) Main CPV code

- 79822500 - Graphic design services

II.1.3) Type of contract

Services

II.1.4) Short description

The Department of Justice (DoJ) is responsible for the resourcing, legislative and policy framework of the justice system in Northern Ireland. The mission of the Department is: “working in partnership to create a fair, just and safe community where we respect the law and each other”. The Department of Justice, together with its agencies, Non-Departmental Public Bodies (NDPBs) and stakeholders supports the Minister of Justice in delivering on this mission. The DoJ wishes to establish a contract for the provision of graphic design, artwork and print management services. The Contractor will be required to provide a print management function and, if necessary, may subcontract the print element as required. The Contractor will be responsible for the quality and delivery of the final print products. The Contractor will be required to deliver a flexible, high-quality service while achieving best value for money for the public purse. The Contract will be for an initial period of 3 years with the option to extend for two further periods of 12 months each.

II.1.5) Estimated total value

Value excluding VAT: £600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79800000 - Printing and related services

- 79823000 - Printing and delivery services
- 79810000 - Printing services
- 79820000 - Services related to printing
- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

II.2.4) Description of the procurement

The Department of Justice (DoJ) is responsible for the resourcing, legislative and policy framework of the justice system in Northern Ireland. The mission of the Department is: “working in partnership to create a fair, just and safe community where we respect the law and each other”. The Department of Justice, together with its agencies, Non-Departmental Public Bodies (NDPBs) and stakeholders supports the Minister of Justice in delivering on this mission. The DoJ wishes to establish a contract for the provision of graphic design, artwork and print management services. The Contractor will be required to provide a print management function and, if necessary, may subcontract the print element as required. The Contractor will be responsible for the quality and delivery of the final print products. The Contractor will be required to deliver a flexible, high-quality service while achieving best value for money for the public purse. The Contract will be for an initial period of 3 years with the option to extend for two further periods of 12 months each.

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: £600,000

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

Duration in months

36

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: Yes

Description of options

The Contract will be for an initial period of 3 years with the option to extend for two further periods of 12 months each.

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

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

8 November 2023

Local time

3:00pm

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

Tender must be valid until: 6 February 2024

IV.2.7) Conditions for opening of tenders

Date

8 November 2023

Local time

3:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The Department of Justice and the following Agencies and Arm's Length Bodies (ALBs) will be party to this Contract: Northern Ireland Prison Service, Forensic Science Northern Ireland, Northern Ireland Courts and Tribunals Service, Criminal Justice Inspection for Northern Ireland, Police Ombudsman for Northern Ireland, Prisoner Ombudsman for Northern Ireland, Police Rehabilitation and Retraining Trust, Probation Board for Northern Ireland, Youth Justice Agency, Northern Ireland Policing Board, Legal Service Agency and State Pathology Department.. The estimated contract values are broad estimates only, include additional quantum for unforeseen demand and to future proof for additional potential users. The estimates are not deemed to be a condition of contract nor a guarantee of minimum demand or uptake. No compensation will be payable to a contractor should the actual demand be less than that stated. Contract monitoring: the successful Contractor's performance on the contract will be regularly monitored. Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a Contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a notice of written warning and notice of unsatisfactory performance, and this contract may be terminated. The issue of a notice of written warning and notice of unsatisfactory performance will result in the Contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy for a period of up to 3 years from the date of issue of the notice. The authority expressly reserves the rights: (i) not to award any contract as a result of the procurement process commenced by publication of this notice; (ii) to make whatever changes it may see fit to the content and structure of the tendering competition; (iii) to award a contracts in respect of any part(s) of the services covered by this notice and (iv) to award contract(s) in stages. And under no circumstances will the authority be liable for any costs incurred by Candidates.

VI.4) Procedures for review

VI.4.1) Review body

The UK does not have any special review body with responsibility for appeal/ mediation

procedures in public procurement competitions. Instead, any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the Regulations.

The UK does not have any special review body with responsibility for appeal/mediation procedures

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 (as amended) and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for the unsuccessful tenderers to challenge the award decision before the contract is entered into.