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Tender

ID 5827421 - DfC - Print Services Contract

Department for Communities

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-030257

Procurement identifier (OCID): ocds-h6vhtk-0543a3 ([view related notices](#))

Published 5 June 2025, 1:55pm

Scope

Reference

ID 5827421

Description

The Corporate Communications team (CC) within the Department for Communities (DfC) wishes to appoint a Supplier for the provision of print services for all corporate publications and marketing/communications materials in line with the Department's brand guidelines. The specific requirements will be outlined within the Specification Schedule.

Total value (estimated)

- £400,000 excluding VAT
- £480,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 4 August 2025 to 3 August 2028
- Possible extension to 3 August 2029
- 4 years

Description of possible extension:

One option to extend for a period of anything up to 1 Year.

Main procurement category

Services

CPV classifications

- 79800000 - Printing and related services
- 79810000 - Printing services
- 79820000 - Services related to printing
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

Contract locations

- UKN - Northern Ireland
-

Participation

Technical ability conditions of participation

As per Instructions to Tenderer document

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

25 June 2025, 3:00pm

Tender submission deadline

8 July 2025, 3:00pm

Submission address and any special instructions

Tenders must be submitted electronically via the relevant Call for Tender (CfT) opportunity on eTendersNI, website details immediately below.

Paper submissions will not be accepted or considered and will be rejected by the Contracting Authority / Buyer.

The tender documents are available with unrestricted and full direct access, free of charge, at: URL <https://etendersni.gov.uk/epps>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

4 August 2025

Award criteria

Name	Description	Type	Weighting
AC1 - Key Account Manager	As per Tender Documentation.	Quality	20%
AC2 - Proposed Methodology	As per Tender Documentation.	Quality	20%
AC4 - Total Contract Price (Standardised Jobs - Annex A of Pricing Schedule)	As per Tender Documentation.	Cost	20%
AC5 - Total Contract Price (Sample Bespoke Jobs - Annex B of Pricing Schedule)	As per Tender Documentation.	Cost	20%
AC3 - Contract Management	As per Tender Documentation.	Quality	10%
AC6 - Total Contract Price (Delivery to Jobs Benefit Office Network - Annex C of Pricing Schedule)	As per Tender Documentation.	Cost	10%

Other information

Payment terms

For further details on invoicing procedures please see : <https://www.finance-ni.gov.uk/articles/account-ni-good-invoicing-practice>

Contract Value

The estimated value figure indicated in the Scope Section represents an overall estimated contract value. This value reflects the potential scale of the contract and takes into account potential optional extension periods and the uptake of potential optional services as detailed in the tender documents. This figure does not however take into account the application of indexation or increases to charges due to increases in the Real Living Wage. Neither CPD nor the contracting Authority can provide any guarantee as to the level of business under this contract. The Contracting Authority does not bind itself to accept the lowest or any tender. Suppliers remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from the Supplier in connection with taking part in this procurement process regardless of whether such costs arise as a consequence, directly or indirectly of any amendments made to the procurement documents by the Contracting Authority at any time. No legally binding contract shall arise (and a Supplier shall have no legitimate expectation that a contract will be entered into) until such time as entry into the Contract has been confirmed by the Contracting Authority.

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Department for Communities

- Public Procurement Organisation Number: PXMQ-4585-LJVM

Causeway Exchange, 1-7 Bedford Street

Belfast

BT2 7EG

United Kingdom

Email: SSDAdmin.CPD@finance-ni.gov.uk

Website: <https://www.communities-ni.gov.uk/>

Region: UKN06 - Belfast

Organisation type: Public authority - central government

Devolved regulations that apply: Northern Ireland

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

CPD - Supplies & Services Division

Summary of their role in this procurement: Construction and Procurement Delivery - Supplies and Services Division, is a Centre of Procurement Expertise and provides a central procurement function for central government in Northern Ireland

- Public Procurement Organisation Number: PVWG-8426-YWXV

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Belfast

BT3 9ED

United Kingdom

Email: SSDAdmin.CPD@finance-ni.gov.uk

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

Region: UKN06 - Belfast

Contact organisation

Contact [CPD - Supplies & Services Division](#) for any enquiries.