

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/031754-2022>

Tender

## **Printed Materials and Related Goods and Services**

Telford & Wrekin Council

F02: Contract notice

Notice identifier: 2022/S 000-031754

Procurement identifier (OCID): ocds-h6vhtk-038097

Published 9 November 2022, 4:05pm

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

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

Telford & Wrekin Council

Darby House, Lawn Central

Telford

TF3 4JA

#### **Contact**

Jody Wilkinson

#### **Email**

[jody.wilkinson@telford.gov.uk](mailto:jody.wilkinson@telford.gov.uk)

#### **Telephone**

+44 1952383831

#### **Country**

United Kingdom

**Region code**

UKG21 - Telford and Wrekin

**Internet address(es)**

Main address

[www.telford.gov.uk](http://www.telford.gov.uk)

Buyer's address

<http://telford.g2b.info/>

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-Telford:-Printed-matter-and-related-products./6W5872656Q>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**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**

Printed Materials and Related Goods and Services

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

- 22000000 - Printed matter and related products

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

Supplies

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

Telford & Wrekin Council is seeking to establish a Dynamic Purchasing System ("DPS) for the provision of printed products, goods and related services

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,750,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Tenderers can bid for any number of Lots

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

#### **II.2.1) Title**

Traditional / Standard Print - Digital, Web and Lithographic

Lot No

The tender access code for Lot 1 is 6W5872656Q

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

- 22900000 - Miscellaneous printed matter

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

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

WEST MIDLANDS (ENGLAND)

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

This lot comprises of all types of general, office and marketing type materials which includes but is not limited to the production of documents, posters, leaflets, forms etc.

Examples include but are not limited to:- Leaflets, Posters, NCR Pads, Pamphlets, Marketing Literature, Folders, Booklets, Forms, Magazines, Business Stationery, Brochures, Newsletters, Binders, Reports, Magazines, Letterheads, Compliment Slips, Dividers, Business Cards, Receipt Books.

The supplier may be required to offer the following range of finishing services which include but are not limited to:- Binding including perfect binding and wire and comb; Drilling; Varnishing; Creasing; Saddle Stitching; Die Cutting; Laminating, Perforation; Wire Stitching; Folding; Trimming; Numbering

### **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: £350,000

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

Start date

6 November 2020

End date

5 November 2024

This contract is subject to renewal

Yes

Description of renewals

The Authority may amend the Original DPS Term at any time by giving Approved Providers on the DPS written notice of such intention and issuing a Notice to indicate its intentions.

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 1

Objective criteria for choosing the limited number of candidates:

There will be no limit on the number of providers that may join the DPS for each Lot. New providers can also apply to join the DPS at any point during its lifetime. However providers should note that admission onto the DPS is not a guarantee of being awarded any contracts and there is also no guarantee of volume or value of spend to be let via this DPS.

### **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 TENDER ACCESS CODE FOR LOT 1 IS 6W5872656Q

## **II.2) Description**

### **II.2.1) Title**

Wide and Large Format

Lot No

The tender access code for Lot 2 is P7H8EAS439

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

- 22900000 - Miscellaneous printed matter

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

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

WEST MIDLANDS (ENGLAND)

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

This lot comprises of wide and large format printing including billboard style posters, posters for outside presentation/display, banners, posters for various media (sides of building, vehicles etc.). Printing may be on a variety of substrates including but not limited to paper, board, metal, glass, canvas, fabrics, vinyl, PVC and plastic.

This lot will also include the provision of exhibition stands and service where the Supplier will provide or source banner and pop-up stands including but not limited to roller banner stands, banner stands with interchangeable cassettes and tension banner stands. The supplier must be able to provide or source a range of display stand accessories, including but not limited to cases, lights, portable furniture and literature racks.

### **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: £350,000

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

Start date

6 November 2020

End date

5 November 2024

This contract is subject to renewal

Yes

Description of renewals

The Authority may amend the Original DPS Term at any time by giving Approved Providers on the DPS written notice of such intention and issuing a Notice to indicate its intentions.

## **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 1

Objective criteria for choosing the limited number of candidates:

There will be no limit on the number of providers that may join the DPS for each Lot. New providers can also apply to join the DPS at any point during its lifetime. However providers should note that admission onto the DPS is not a guarantee of being awarded any contracts and there is also no guarantee of volume or value of spend to be let via this DPS.

## **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 TENDER ACCESS CODE FOR LOT 2 IS P7H8EAS439

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

#### **II.2.1) Title**

Envelopes

Lot No

The tender access code for Lot 3 is 7WTX246MF8

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

- 30199230 - Envelopes

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

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

WEST MIDLANDS (ENGLAND)

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

This lot comprises of the production and/or supply of a full range of envelopes in all standard United Kingdom sizes available, including but not limited to: DL, C3, C4, C5 and C6, plus the facility to provide plain stocks and bespoke or overprinted envelopes in bulk quantities with stock holding and stock call off facilities.

The Supplier shall be able to supply the following non-exhaustive list of envelopes: manila, white, board backed, tear resistant, gummed, gussets, self seal, jiffy style, peel and stick, plain, windowed, wallet and/or pockets, packets, mailing and filling machine compatible envelopes and printed postage impression.

The Supplier shall be able to offer single and full colour two sided over printing facilities.

The Supplier must be capable of setting artwork to Royal Mail standards and page layout.

### **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: £350,000

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

Start date

6 November 2020

End date

5 November 2024

This contract is subject to renewal

Yes

Description of renewals

The Authority may amend the Original DPS Term at any time by giving Approved Providers on the DPS written notice of such intention and issuing a Notice to indicate it's intentions.

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 1

Objective criteria for choosing the limited number of candidates:

There will be no limit on the number of providers that may join the DPS for each Lot. New providers can also apply to join the DPS at any point during its lifetime. However providers should note that admission onto the DPS is not a guarantee of being awarded any contracts and there is also no guarantee of volume or value of spend to be let via this

DPS.

### **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 TENDER ACCESS CODE FOR LOT 3 IS 7WTX246MF8

## **II.2) Description**

### **II.2.1) Title**

Promotional Items / Branded Items

Lot No

The tender access code for Lot 4 is 289N6X29G5

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

- 39294100 - Information and promotion products

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

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

WEST MIDLANDS (ENGLAND)

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

This lot comprises of (but is not limited to) the production and/or supply of the following

types of items:- Tote Bags, T-shirts, Bespoke Pens, Bespoke Pencils, Mugs, Sports Drinking Bottles, USB Sticks, Stickers.

### **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: £350,000

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

Start date

6 November 2020

End date

5 November 2024

This contract is subject to renewal

Yes

Description of renewals

The Authority may amend the Original DPS Term at any time by giving Approved Providers on the DPS written notice of such intention and issuing a Notice to indicate its intentions.

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 1

Objective criteria for choosing the limited number of candidates:

There will be no limit on the number of providers that may join the DPS for each Lot. New providers can also apply to join the DPS at any point during its lifetime. However providers should note that admission onto the DPS is not a guarantee of being awarded any

contracts and there is also no guarantee of volume or value of spend to be let via this DPS.

#### **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 TENDER ACCESS CODE FOR LOT 4 IS 289N6X29G5

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

#### **II.2.1) Title**

Data Processing / Security and Confidential Printing

Lot No

The tender access code for Lot 5 is T4CFT63Z8W

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

- 22458000 - Bespoke printed matter

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

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

WEST MIDLANDS (ENGLAND)

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

This lot covers secure and confidential printing which may include the processing of personal data. Examples include but are not limited to:-

- Mail merges
- Confidential reports and contracts
- Secure cheque production and printing

Please note that dedicated contracts already exist for the production of Revenues & Benefits documentation (e.g. Council Tax Bills and Benefit Notifications), Council Invoices and Electoral Printing Services and it is not intended that work of this nature is included in this lot, although this lot may be used to provide support in the event of isolated incidents of service need where the main contracts are unable to fulfil the Council's requirements.

#### **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: £350,000

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

Start date

6 November 2020

End date

5 November 2024

This contract is subject to renewal

Yes

Description of renewals

The Authority may amend the Original DPS Term at any time by giving Approved Providers on the DPS written notice of such intention and issuing a Notice to indicate it's intentions.

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 1

Objective criteria for choosing the limited number of candidates:

There will be no limit on the number of providers that may join the DPS for each Lot. New providers can also apply to join the DPS at any point during its lifetime. However providers should note that admission onto the DPS is not a guarantee of being awarded any contracts and there is also no guarantee of volume or value of spend to be let via this DPS.

### **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 TENDER ACCESS CODE FOR LOT 5 IS T4CFT63Z8W

---

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the setting up of a dynamic purchasing system

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2020/S 220-541838](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

9 December 2022

Local time

5:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

10 December 2022

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

English

---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

The DPS is a 2-stage process:

Stage 1 - All providers who meet the selection criteria within the online Questionnaire and are not excluded will be admitted to the DPS. New providers can also apply to join the DPS at any point during its lifetime.

Stage 2 - Contracts are awarded during the second stage. A Call-Off Order Form will be issued inviting each Approved Provider on the DPS list relating to the particular Lot

The information and/or documents for this opportunity are available on <https://www.delta-esourcing.com/delta>. You must register on this site to respond and if you are already registered you will not need to register again, simply use your existing username and password. There is a password reminder link on the homepage. Please note there are different Tender Access Codes for each of the 5 x Lots. Suppliers must log in and add the relevant Access Code for the Lot(s) interested in.

If you experience any technical difficulties please contact the Delta eSourcing Helpdesk on 0845 270 7050 or email [helpdesk@delta-esourcing.com](mailto:helpdesk@delta-esourcing.com).

Communication with the Contracting Authority will only be accepted via 'email the buyer' through the Delta Message Centre.

The Questionnaire must be completed and submitted electronically by using the tenderbox through [www.delta-esourcing.com](http://www.delta-esourcing.com).

PLEASE NOTE ALTHOUGH AT IV.2.2) THE TIME LIMIT FOR RECEIPT OF TENDERS OR REQUESTS TO PARTICIPATE READS 05/11/2020 THAT IS JUST THE DEADLINE FOR RECEIPT OF INITIAL QUESTIONNAIRES. THE DPS IS SET UP INITIALLY FOR 2 YEARS FROM 06/11/2020 UNTIL 05/11/2022 AND PROVIDERS CAN APPLY TO JOIN THE DPS AT ANY TIME DURING ITS LIFETIME.

Call-Off from this DPS is available for any other local authority, public sector body or educational establishment within the West Midlands if required, although it should be noted that there is no obligation for any organisation referenced to use the DPS during its validity period. The DPS may also be utilised by any private sector companies, with the

process being managed by Telford & Wrekin Council on their behalf.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=734405598>

GO Reference: GO-2022119-PRO-21397958

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

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

Telford & Wrekin Council

Darby House, Lawn Central

Telford

TF3 4JA

Telephone

+44 1952383998

Country

United Kingdom

### **VI.4.2) Body responsible for mediation procedures**

Telford & Wrekin Council

Darby House, Lawn Central

Telford

TF3 4JA

Telephone

+44 1952383998

Country

United Kingdom

