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Tender

DPS for Design, Print and Related Services

Southampton City Council

F02: Contract notice

Notice identifier: 2022/S 000-032644

Procurement identifier (OCID): ocds-h6vhtk-03861d

Published 17 November 2022, 2:18pm

Section I: Contracting authority

I.1) Name and addresses

Southampton City Council

Civic Centre

Southampton

SO14 7LY

Contact

Kate Tarrant

Email

Kate.tarrant@southampton.gov.uk

Country

United Kingdom

NUTS code

UKJ - South East (England)

Internet address(es)

Main address

<https://www.southampton.gov.uk/>

I.3) Communication

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

<https://app.panacea-software.com/southampton>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://app.panacea-software.com/southampton>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://app.panacea-software.com/southampton>

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

DPS for Design, Print and Related Services

Reference number

SCC-SMS-0104

II.1.2) Main CPV code

- 22000000 - Printed matter and related products

II.1.3) Type of contract

Supplies

II.1.4) Short description

DPS for Design, Print and Related Services

II.1.5) Estimated total value

Value excluding VAT: £700,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Standard Print

Lot No

1

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category includes printing and delivery of materials including posters, leaflets, booklets or brochures, flyers, stationery, NCR forms and high-volume copying, on any of the following: SRA1/B1, SRA2/B2 or SRA3/B3 sheet fed litho presses, web-offset presses, digital presses.

Examples include (but not limited to):

A4 / A5 / 99 x 210mm brochures, leaflets or flyers

A4/A3/A2/A1 posters

Oversize A4 / A5 pocket folders

Forms, NCR pads, headed paper, compliment slips, business cards, envelopes, receipt books

Magazines and newsletters

Documents, council meeting papers and agendas*, reports.

*Where printed materials are subject to statutory timing requiring same-day or 24-hour turnaround, the selection criteria will include the supplier's proximity to the buying authority and speed of delivery service offered.

Suppliers shall ensure printed products supplied under the Framework meet the mandatory minimum standards set out by the Government buying Standards

www.gov.uk/government/publications/sustainable-procurement-the-gbs-forpaper-and-paper-products

II.2.5) Award criteria

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

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

Duration in months

48

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: 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) Description

II.2.1) Title

Mailing

Lot No

2

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category covers preparing mailings for delivery by Royal Mail and other delivery providers.

Examples include (but not limited to):

Personalisation and mailing – e.g., printing, collating and match-mailing varying documents, personalised letter(s) and printed reply envelopes and stuffing in envelopes. Apply mail-sort order and bag to royal-mail requirements to attract optimal postal discounts, and post using required class using buyer's royal-mail account.

Hybrid mailing and same-day mailing for including letters, statements, bills, inserts and any other correspondence. Personalise, collage, pack and apply mail-sort order and bag to royal-mail requirements to attract optimal postal discounts, and post using required class, using supplier or buyer's Royal-Mail account as specified for each requirement.

II.2.5) Award criteria

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

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

Duration in months

48

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: 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) Description

II.2.1) Title

Large format, signage and display printing

Lot No

3

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category covers the production of large posters, signage and display boards.

Examples include (but not limited to):

A2 – A0 size 4 colour inkjets onto satin photo paper 170gsm mounted on 3mm – 5mm Foamex board.

Large format display stands.

Signage, lamp-post banners, outdoor advertising and livery

Pop up’/’Pull up’ display stands

Large and small format vinyl print and affixing, including PVC banners printed 4-colour,

hemming and eye-letting, for indoor and outdoor use

‘Six-sheet’ (1750mm x 1185mm) and bespoke (3250mm x 1200mm) posters

II.2.5) Award criteria

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

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

Duration in months

48

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: 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) Description

II.2.1) Title

Security Printing and Confidential Printing - General

Lot No

4

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category covers all secure and confidential printing for the Council and its partners and includes:

Examples include (but not limited to):

Parking stationery e.g., parking permits/discs, such as a PCN Rolls, Parking Scratch Cards (including latex one side & overprint black wording on latex and numbering)

Confidential service reports, confidential statement of cases (investigation into staff), Surveyors reports for planning, Democratic – agendas, audits, Cabinet reports

Payslips and P60s (including personalisation, fulfilment and mailing)

Cheque printing

Where printed materials are subject to statutory timing requiring same-day or 24hour turnaround, the selection criteria will include the supplier's proximity to the buying authority and speed of delivery service offered.

II.2.5) Award criteria

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

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

Duration in months

48

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: 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) Description

II.2.1) Title

Branded promotional products, specialist printing and binders

Lot No

5

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category covers items such as (but not limited to):

Tote bags

T-shirts

Bespoke pens

Bespoke pencils

Mugs

Sports drinking bottles

USB sticks

Stickers

Binders,

ID Badges

Flexo printing, etc.

II.2.5) Award criteria

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

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

Duration in months

48

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: 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) Description

II.2.1) Title

Creative services design and artwork for print and digital media

Lot No

6

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category spans from concept designs for large campaigns to creative design and simple artwork following a style guide, and includes illustration, imagery, photo editing, and associated creative services – for print and new media.

Creative concepts should be appropriate for the audience and intended channel, support the campaign's key messages and for its intended output and must strictly adhere to the buying authority's corporate identity standards.

All artwork must be produced and submitted using the latest software.

All copyright of design and content created must be signed over to the commissioning authority on commencement of work.

All concepts and final drafts must be provided to the buyer for approval prior to completion.

Examples include (but are not limited to):

Concepts for campaigns, branding and/or individual items

Design for advertising, print and/or digital media

Illustration, image search and image manipulation

Artwork in appropriate format for print, online, social media or digital media

Creation of templates for branded materials, presentations, advertisements or banner pages

Updating previous artwork with new concept.

Editable artwork files and images must be provided together with the final artwork or production files on completion of each order.

II.2.5) Award criteria

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

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

Duration in months

48

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: 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) Description

II.2.1) Title

Copywriting and proof-reading

Lot No

7

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category will involve copywriting for a diverse range of subject matter normally covered in local authority. The content maybe promotional, factual or technical. It also covers sub-editing and proof-reading services for any briefings, documents, online materials as well as design or artwork produced.

II.2.5) Award criteria

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

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

Duration in months

48

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: 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) Description

II.2.1) Title

Photography

Lot No

8

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This Lot covers relevant photography projects for any given requirement. This category includes photography, photographic editing and production services for editorial, advertising, technical, promotional or marketing applications.

Suppliers may be subject to a Disclosure and Barring Service (DBS) check before undertaking work with children and young people and will need to abide by the buying authority's consent policy and protocol.

Suppliers will be required to submit photography electronically to the buyer directly onto the Design, Print and Related Services DPS ("DPS Portal") for approval before finalisation.

Suppliers must ensure they adhered to GDPR legislation when taking photographs of individuals or property by using the buying authority's consent form.

Suppliers must request the consent form from the buyer if it is not appended to an order for these services.

All copyright of content created and photographed is to be assigned to the buying authority.

The Supplier must notify the buyer in advance of any chargeable travel expenses and such expenses can only be paid where agreement to do so is confirmed on an approved order sent to the supplier via the DPS Portal.

II.2.5) Award criteria

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

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

Duration in months

48

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: 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) Description

II.2.1) Title

Digital Communications

Lot No

9

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category covers the provision of technical services and/or content for all areas of digital communications. Examples include (but not limited to):

E-newsletters and email marketing

Web application and/or web content development and creative input

E-brochures (using Flash/Java/HTML 5 technology)

Social Media marketing including Facebook, Twitter, Instagram, Pinterest

Google ads

Interactive pdfs

Search engine optimisation

Mobile marketing

Page-turn software

Viral Videos

iAd

NB: The Design element of this work is covered in Lot 6.

II.2.5) Award criteria

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

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

Duration in months

48

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: 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) Description

II.2.1) Title

Marketing Communications

Lot No

10

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

There may be times when the in-house team does not have the capacity to run a complete Marketing campaign or specific areas of specialism. As a result, this Lot is to allow us to commission a company/agency to do this on behalf of an inhouse team. For example, there this may include work for Public Health or campaigns that are focussed on behaviour change. This Lot also allows us to commission a company to run a complete marketing campaign or specific areas of specialism on behalf of the buying authority.

Examples include (but are not limited to):

Strategic communication advice and guidance to help the authority's services to achieve their objectives by communicating the right messages, to the right people, in the right way, and at the right time.

Producing and implementing new communication campaigns using the 'inhouse' style and corporate identity.

Implementing existing campaigns

Evaluating marketing and communications activity

Work may include (but is not limited to):

Media buying

Media planning

Setting communication objectives

Identifying key messages

Identifying key audience

Obtaining required resources

Evaluation of activity

Social Marketing

Digital Marketing

Direct Marketing

Public Relations

Copywriting

Proofreading

Business-to-business

Business-to-consumer

Internal communications

Public Consultation

II.2.5) Award criteria

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

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

Duration in months

48

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: 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) Description

II.2.1) Title

Filming and Videography

Lot No

11

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This Lot covers relevant filming projects for any given requirement. This category includes filming, videography, drone filming, and film editing and production services for editorial, advertising, technical, promotional or marketing applications.

Suppliers may be subject to a Disclosure and Barring Service (DBS) check before undertaking work with children and young people and will need to abide by the buying authority's consent policy and protocol.

Suppliers will be required to submit this work electronically to the buyer directly onto the Design, Print and Related Services DPS ("DPS Portal") for approval before finalisation.

Suppliers must ensure they adhered to GDPR legislation when filming individuals or property by using the buying authority's consent form.

Suppliers must request the consent form from the buyer if it is not appended to an order for these services. All copyright of content created and filmed is to be assigned to the buying authority.

The Supplier must notify the buyer in advance of any chargeable travel expenses and such expenses can only be paid where agreement to do so is confirmed on an approved order sent to the supplier via the DPS Portal.

II.2.5) Award criteria

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

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

Duration in months

48

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: 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) Description

II.2.1) Title

Door-to-door Distribution

Lot No

12

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category covers distribution of a residents' magazine and other brochures or printed materials, to local residents and businesses within a specified area or postcode(s). This category includes the delivery of either unaddressed items or addressed items.

Examples include (but not limited to):

Door-to-door distribution – e.g., 98,000 residential addresses x 1 preprinted magazine

Distribution to specific areas for housing - e.g., a pack containing multiple printed items (letter, brochure, translation sheets)

II.2.5) Award criteria

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

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

Duration in months

48

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: 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) Description

II.2.1) Title

Secure Printing – Electoral Services

Lot No

13

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This category also covers Electoral and Electoral Registration printing in accordance with the Electoral Commissions guidelines and procedures, including postage.

The supplier must have a proven track record of delivery Election and Election Registration print.

Postal packs may have to be produced at printers within a specified distance of the buying authority's offices to facilitate their required Quality Assurance Testing.

The requirements of electoral print include (but are not restricted to):

Postal vote mailings (UK and overseas), including production of outgoing envelope, postal ballot papers, postal vote statement, ballot paper 'envelope A', return 'envelope B', spares and samples; together with collation and issue of all packs

Polling Station Ballot Papers, including ordinary, tendered, and spares

Large format ballot papers

Election Annual Canvass, including canvass communication letters and canvass forms

The contractor must ensure that all confidential and sensitive material is stored within a secure environment and that as a data processor, the requirements of the GDPR are met.

Additional security requirements, quality assurance (e.g., site visits), timing, specific data protection requirements, and winning supplier selection criteria may be specified by the buying authority for work falling within this Lot.

II.2.5) Award criteria

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

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

Duration in months

48

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: 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

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

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: No

IV.2) Administrative information

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

Date

16 November 2026

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: 48 (from the date stated for receipt of tender)

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.4) Procedures for review

VI.4.1) Review body

Southampton City Council

Southampton

Country

United Kingdom