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Tender

## **Managed Print, Mailroom and Offsite Bulk and Marketing Print Services**

University of Sunderland

F02: Contract notice

Notice identifier: 2022/S 000-032746

Procurement identifier (OCID): ocids-h6vhtk-038662

Published 18 November 2022, 11:30am

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

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

University of Sunderland

3rd Floor, Edinburgh Building, Chester Road

Sunderland

SR1 3SD

#### **Email**

[tenders@sunderland.ac.uk](mailto:tenders@sunderland.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKC23 - Sunderland

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

Main address

[www.sunderland.ac.uk](http://www.sunderland.ac.uk)

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

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

<https://in-tendhost.co.uk/universityofsunderland.aspx/HomeTo>

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**

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**

Managed Print, Mailroom and Offsite Bulk and Marketing Print Services

Reference number

UOS/Print and Post/1122

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

- 79800000 - Printing and related services

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

Services

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

The University of Sunderland and its subsidiaries are looking to procure Managed Print, Mailroom and Offsite Bulk and Marketing Print Services, from August 2023 to July 2028 (with an option to extend for a further 1 year). A 5-month mobilisation plan is expected to commence March 2023. The overall current service has handled work historically to an approximate value of £500,000 per annum. For the purpose of this tender award and any subsequent services which may be connected with the original award, we reserve the right to spend a further 50% of the anticipated spend subject to changes in University requirements or changes to legislation. By expressing your interest in the tender through InTend, you will be given access to all the tender documents which outline the requirements and relevant dates, essential information, and what is required. Closing date for submission of tenders responses is - 12 noon Friday 6th January 2023

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

Value excluding VAT: £4,500,000

#### **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**

Lot 1 - Onsite managed print devices

Lot No

1

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

- 79800000 - Printing and related services

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

NUTS codes

- UKC23 - Sunderland
- UKI42 - Tower Hamlets

Main site or place of performance

Sunderland, Tyne and Wear main campuses and Canary Warf, London.

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

Lot 1 – Onsite managed print devices  
The University of Sunderland is looking to procure a managed and fully maintained multi-functional device (MFD) fleet to meet the requirements as specified and to cope with varied volume and finishing needs in a variety of staff and student settings. For information: Our current partner provides the university with 46 MFDs currently across our two Sunderland Campuses (x40) and our campus in London (x6). Closing date for submission of tender responses is - 12 noon Friday 6th January 2023

### **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**

Start date

1 March 2023

End date

31 July 2029

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: Yes

Identification of the project

Various project funded by EU

#### **II.2.14) Additional information**

It is anticipated that some projects may be part or fully funded by external streams, including European Union (EU) funding (ERDF/ESIF) and potential research bodies, etc.

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

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

Lot 2 - Offsite print services

Lot No

2

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

- 79800000 - Printing and related services
- 79823000 - Printing and delivery services
- 79821100 - Proofreading services

- 79824000 - Printing and distribution services

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

NUTS codes

- UKC23 - Sunderland
- UKI42 - Tower Hamlets

Main site or place of performance

Sunderland, Tyne and Wear main campuses and London Canary Warf

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

Lot 2 - Offsite print services University of Sunderland is looking to procure an efficient service to manage external print and delivery services. Print requirements vary, and the provider will be expected to be punctual in meeting the university's deadlines. Closing date for submission of tender responses is - 12 noon Friday 6th January 2023

### **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**

Start date

1 March 2023

End date

31 July 2029

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: Yes

Identification of the project

Various project funded by EU

### **II.2.14) Additional information**

It is anticipated that some projects may be part or fully funded by external streams, including European Union (EU) funding (ERDF/ESIF) and potential research bodies, etc.

## **II.2) Description**

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

Lot 3 – Mailroom (post and parcel) services, including paper and toner management for the onsite multi-functional devices

Lot No

3

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

- 64110000 - Postal services
- 50313200 - Photocopier maintenance services

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

NUTS codes

- UKC23 - Sunderland

Main site or place of performance

Sunderland, Tyne and Wear main campuses and London Canary Warf

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

Lot 3 – Mailroom (post and parcel) services, including paper and toner management for

the onsite multi-functional devices The University of Sunderland is looking to procure require a dynamic post and parcel service that can ensure that all faculties and services can both send and receive post and parcels with the client-focused support of a first-class post and parcel service For information the provider currently: 1) Sort and distribute circa 600 parcels to circa 300 recipients and 1000 letters delivered across the three locations. 2) Sort and dispatch circa 200 DHL packages and circa 6,500 items of mail via Northern Mail, including small and medium packages, varying sized letters and special delivery items 3) Print and distribute staff and student ID cards. 4) Distribute new staff laptops and IT accessories such as headsets, keyboards, and laptop bags. 5) Restock copiers with paper in 40 locations throughout the campuses, filter and cartridge replacements and first fault diagnosis. 6) Provide access to their own franking facilities 7) Provide summary reports to enable internal re-charges for post/parcels 8) Provides mailroom service during office hours. Closing date for submission of tender responses is - 12 noon Friday 6th January 2023

### **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**

Start date

1 March 2023

End date

31 July 2029

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: Yes

Identification of the project

Various project funded by EU

### **II.2.14) Additional information**

It is anticipated that some projects may be part or fully funded by external streams, including European Union (EU) funding (ERDF/ESIF) and potential research bodies, etc.

## **II.2) Description**

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

Lot 4- Combination of Onsite managed print devices (lot 1) and Mailroom (post and parcel) services (lot 3)

Lot No

4

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

- 79800000 - Printing and related services
- 64110000 - Postal services

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

NUTS codes

- UKC23 - Sunderland
- UKI42 - Tower Hamlets

Main site or place of performance

Sunderland, Tyne and Wear main campuses and London Canary Warf

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

Lot 4- Combination of Onsite managed print devices (lot 1) and Mailroom (post and parcel) services (lot 3) To support economies of scale, the University of Sunderland is inviting suppliers who have expressed an interest in Lot 1 and Lot 3 to additionally respond to the combined Lot 4. Please refer to the specification in both Lots 1 and 3 to gain an understanding of the requirements. Closing date for submissions of tender

responses is - 12 noon Friday 6th January 2023

### **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**

Start date

1 March 2023

End date

31 July 2029

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: Yes

Identification of the project

Various project funded by EU

### **II.2.14) Additional information**

It is anticipated that some projects may be part or fully funded by external streams, including European Union (EU) funding (ERDF/ESIF) and potential research bodies, etc.

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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

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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

6 January 2023

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**

Tender must be valid until: 18 March 2023

#### **IV.2.7) Conditions for opening of tenders**

Date

6 January 2023

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.4) Procedures for review**

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

University of Sunderland

Procurement, 3rd Floor, Edinburgh Building, Chester Road

Sunderland

SR1 3SD

Country

United Kingdom

Internet address

<https://in-tendhost.co.uk/universityofsunderland.aspx/HomeTo>

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

University of Sunderland

Legal, 4th Floor, Edinburgh Building, Chester Road

Sunderland

SR1 3SD

Country

United Kingdom

