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Tender

## **Print and design services**

Connexus Homes Limited

F02: Contract notice

Notice identifier: 2024/S 000-033239

Procurement identifier (OCID): ocids-h6vhtk-04ac6d

Published 16 October 2024, 9:30am

The closing date and time has been changed to:

**19 November 2024, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

Connexus Homes Limited

The Gateway, The Auction Yard

Craven Arms

SY7 9BW

### **Contact**

Jo Maguire

### **Email**

[josephine.maguire@connexus-group.co.uk](mailto:josephine.maguire@connexus-group.co.uk)

**Telephone**

+44 3332313233

**Country**

United Kingdom

**NUTS code**

UKG - West Midlands (England)

**Internet address(es)**

Main address

<http://www.connexus-group.co.uk>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA7601](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA7601)

**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

[www.mytenders.co.uk](http://www.mytenders.co.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.mytenders.co.uk](http://www.mytenders.co.uk)

**I.4) Type of the contracting authority**

Other type

Housing Association

## **I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Print and design services

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

- 79800000 - Printing and related services

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

Services

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

The aim of this tender is to appoint one or two companies to work in partnership with Connexus to produce high quality printing services and design services to support the strategic and operational communication needs of the business and promote the Connexus brand.

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

Value excluding VAT: £300,000

#### **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**

Print services

Lot No

1

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

- 79810000 - Printing services
- 22100000 - Printed books, brochures and leaflets
- 22000000 - Printed matter and related products
- 79820000 - Services related to printing
- 79824000 - Printing and distribution services
- 79822400 - Lithographic services

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

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

Across Shropshire and Herefordshire

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

To provide both large scale lithographic and small-scale digital printing services across a number of different mediums and formats.

To provide bulk mailing services with suitable ISO accreditations for managing and handling customer records and associated information.

For provision of stock to come from sustainably managed forests and finishing processes/materials to be suitably environmentally friendly and sustainable.

## **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

24

This contract is subject to renewal

Yes

Description of renewals

The contract will run for an initial period of two years with the option to extend for a further three years based on satisfactory annual performance reviews.

## **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**

Design services

Lot No

2

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

- 79822500 - Graphic design services
- 79933000 - Design support services
- 72413000 - World wide web (www) site design services

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

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

Across Shropshire and Herefordshire

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

To provide illustration, graphic design, branding and design consultancy to help review and develop the Connexus brand.

To design materials for use across multiple formats (print/digital) for day-to-day operations, campaigns, brand development work and product launches.

Specially to provide web ready assets for use on the Connexus website and social networks. The ability to provide animated or video assets would be beneficial but not essential.

## **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

24

This contract is subject to renewal

Yes

## Description of renewals

The contract will run for an initial period of two years with the option to extend for a further three years based on satisfactory annual performance reviews.

### **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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Bidders will be required to provide their last two years' accounts and will also be subject to a third party credit check.

Minimum level(s) of standards possibly required

Bidders should be able to demonstrate that they have made a profit in each of the last two years and a satisfactory credit score.

If a loss is reported for one or more years, or the credit score is unsatisfactory, then the Bidder must provide appropriate justification and explanation of its ability to trade and fulfil the contract, Connexus will have discretion as to whether to accept such justification and explanation and will fail any Bidder where it is not satisfied.

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

In accordance with Regulations 58-60 of the Public Contracts Regulations 2015 as set out in the ITT.

Minimum level(s) of standards possibly required

In accordance with Regulations 58-60 of the Public Contracts Regulations 2015 as set out in the ITT.



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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**

Originally published as:

Date

15 November 2024

Local time

12:00pm

Changed to:

Date

19 November 2024

Local time

12:00pm

See the [change notice](#).

#### **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: 6 (from the date stated for receipt of tender)

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

Date

15 November 2024

Local time

12:00pm

Information about authorised persons and opening procedure

As per Connexus' Standing Orders and Financial Regulations

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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.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=232916](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=232916).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx)

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Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:232916)

Download the ESPD document here:

[[[https://www.mytenders.co.uk/ESPD/ESPD\\_Download.aspx?id=232916](https://www.mytenders.co.uk/ESPD/ESPD_Download.aspx?id=232916)]]

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>

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

Royal Courts of Justice

The Strand

London

WC2A 2LL

Telephone

+44 2079476000

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The contracting Authority will incorporate a minimum ten calendar day standstill period at the point of information on the award of the Contract(s) to be awarded at conclusion of the procurement exercise begun by publication of the contract notice is communicated to tenderers. The Public Contracts Regulations 2015 provides for aggrieved parties who have been harmed or at risk of harm by breach of those regulations to take action in the High

Court (England, Wales and Northern Ireland).

Generally, any such action must be brought within thirty days from the date the aggrieved party knew or ought to have known about the alleged breach. Where the Contract(s) have not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the contract(s) have been entered into the court may only award damages or where the award procedures have not been followed correctly may in certain circumstances declare the contract to be 'ineffective'.

#### **VI.4.4) Service from which information about the review procedure may be obtained**

The Cabinet Office

Correspondence Team, Cabinet Office, Whitehall

London

SW1A 2AS

Telephone

+44 2072761234

Country

United Kingdom