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Tender

Printing Services

Norfolk and Norwich University Hospitals NHS Foundation Trust

F02: Contract notice

Notice identifier: 2024/S 000-033855

Procurement identifier (OCID): ocds-h6vhtk-04af55

Published 18 October 2024, 5:57pm

Section I: Contracting authority

I.1) Name and addresses

Norfolk and Norwich University Hospitals NHS Foundation Trust

Colney Lane

Norwich

NR4 7UY

Email

susan.hadwen@nnuh.nhs.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://www.nnuh.nhs.uk>

Buyer's address

<https://www.nnuh.nhs.uk>

I.3) Communication

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

<https://health-family.force.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://health-family.force.com/s/Welcome>

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

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://health-family.force.com/s/Welcome>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Printing Services

II.1.2) Main CPV code

- 79810000 - Printing services

II.1.3) Type of contract

Services

II.1.4) Short description

For the printing and delivery of printed forms and booklets

II.1.5) Estimated total value

Value excluding VAT: £1,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKH - East of England

II.2.4) Description of the procurement

The Norfolk and Norwich University Hospitals NHS Foundation Trust (NNUH) and the James Paget University Hospitals NHS Foundation Trust (JPUH) are seeking to procure a reliable and experienced printing service provider to fulfil a wide range of printing needs over a 4-year term, with an option for 2 additional 1-year extensions (total of 6 years).

The contract will cover the production and delivery of various printed materials essential to both Trusts' clinical, administrative, and patient communication functions. The required materials include but are not limited to:

Medical Forms: Documentation necessary for patient care and clinical operations.

Brochures and Flyers: Patient education materials, hospital information, public health campaigns, and internal communications.

Posters and Signage: Displayed throughout hospital facilities for health service information, safety instructions, and branding.

Patient Information Leaflets: Communication of treatment plans and procedural information.

The selected provider must demonstrate the ability to deliver high-quality printed materials consistently, ensuring compliance with both Trusts' branding guidelines and quality standards. The provider must also adhere to sustainability goals by utilising eco-friendly materials and printing processes.

Estimated Volumes and Spend:

NNUH: Estimated 65,000 units; Spend of £220,000 per annum.

JPUH: Estimated 40,000 units; Spend of £150,000 per annum.

However with the introduction of the Electronic Patient Records this is envisaged to start reducing from April 2026.

Objectives:

Engage a provider capable of delivering high-quality printing services promptly.

Achieve competitive pricing and value for money.

Support sustainability by using environmentally responsible practices.

The service provider will be required to ensure timely delivery to various locations across both Trusts' sites, implement robust quality control processes, and provide comprehensive management information reports. This procurement also allows for the potential involvement of other Trusts within the Norfolk and Waveney Integrated Care System (ICS) during the contract term.

Contract Start Date: 23 December 2024

Contract Duration: 4 years, with 2 optional 1-year extensions.

Contract Type: NHS Standard Service Contract

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: £1,500,000

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 IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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

31 October 2024

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)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

NHS England

7-8 Wellington Place

Leeds

LS1 4AP

Country

United Kingdom

Internet address

<https://www.england.nhs.uk/>