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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](mailto: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

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## **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)

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## **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/>