This is a published notice on the Find a Tender service: https://www.find-tender.service.gov.uk/Notice/033993-2024

Tender

Supply of Multi-functional Device Printers & Hybrid Mail Services

Vale of Glamorgan Council

F02: Contract notice
Notice identifier: 2024/S 000-033993
Procurement identifier (OCID): ocds-h6vhtk-04afbf
Published 21 October 2024, 3:51pm

Section I: Contracting authority

I.1) Name and addresses

Vale of Glamorgan Council

Civic Offices, Holton Road

BARRY

CF63 4RU

Email

digital@valeofglamorgan.gov.uk

Telephone

+44 1446700111

Country

United Kingdom

NUTS code

UKL22 - Cardiff and Vale of Glamorgan

Internet address(es)

Main address

http://www.valeofglamorgan.gov.uk

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0275

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

https://www.proactisplaza.com/BuyerPortal/?locatorId=4v7ye2xu6a621q4j7dd850xnq1&

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://supplierlive.proactisp2p.com/Account/Login

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

Supply of Multi-functional Device Printers & Hybrid Mail Services

Reference number

ERFX1008514

II.1.2) Main CPV code

- 64216120 - Electronic mail services

II.1.3) Type of contract

Services

II.1.4) Short description

Supply of Multi-functional Device Printers & Hybrid Mail Services

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

Provision of a Multifunction Device (MFD) and Printer Solution

Lot No

1

II.2.2) Additional CPV code(s)

- 30123000 - Office and business machines
- 48824000 - Printer servers
- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture

II.2.3) Place of performance

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

II.2.4) Description of the procurement

The purpose of this tender is to procure a managed print service consisting of multi-functional device (MFD) printers that seeks to enhance the efficiency and effectiveness of the Vale of Glamorgan council's printing, scanning, copying, and faxing operations at its key office and satellite sites.

The Vale of Glamorgan Council is a unitary in Southeast Wales that provides services for over 130,000 residents. Since 2013, the authority has consistently been the top performing local authority in Wales. As a County Council, we provide a wide variety of multitude of services, ranging from education to environmental protection, council tax, business rates, housing benefit housing and birth registration, to planning and highways maintenance.

The procurement of an effectively managed print and scanning service is key to ensuring that the council can perform its key administrative functions efficiently and effectively, whilst at the same time ensuring it can enhance its digital service provision and reduce its impact on the environment.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 60

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

+1 year, +1 year

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

Provision of a Hybrid Mail Solution.

Lot No

2

II.2.2) Additional CPV code(s)

- 48219700 - Communications server software package
- 48223000 - Electronic mail software package
- 30133000 - Mailing equipment

II.2.3) Place of performance

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

II.2.4) Description of the procurement

The purpose of this tender is to procure a hybrid mail solution that enables a safe, secure and cost -efficient method of handling the Vale of Glamorgan Council's outbound mail requirements. The preferred supplier should be able to offer an online solution for the following high-level requirements:

Production of Hybrid Mail, including the printing, packing and dispatch of daily letters which could include variable or fixed data inserts.

The printing and sending of simple single letters, ranging from one-off ad-hoc letters to mail-merge generated letter campaigns.

Solution needs to be suitable for sending a variety of mail types – from a single letter to bulk mail-merge activity generated from Council systems e.g. Housing Rents, Electoral Registration.

A managed hybrid mail service for council departments with complex requirements such as Housing, Council tax and Benefits, to include document matching of daily letters and end of year billing.

Production of mail includes all documents generated from our Council Tax, NNDR (Business Rates) and Housing Benefits systems, including our annual billing runs. Letters are required to be matched to individual customer accounts for the purpose of reducing the amount of individual letters sent to customers.

The procurement of an effectively hybrid mail service is key to ensuring that the council can perform its key administrative functions efficiently and effectively, whilst at the same time ensuring it can enhance its digital service provision and reduce its impact on the environment.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 60

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

+1 year, +1 year

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Selection criteria as stated in the procurement documents

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

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

18 November 2024

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

18 November 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

To submit you Tender Response for this notice and obtain any additional information please go to https://supplierlive.proactisp2p.com/Account/Login

ERFX1008514 Supply of Multi-functional Device Printers & Hybrid Mail Services

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=145436.

(WA Ref:145436)

The buyer considers that this contract is suitable for consortia.

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Email

digital@valeofglamorgan.gov.uk

Telephone

+44 2079477501

Country

United Kingdom