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Tender

Framework for the Supply of Print and Related Services

Hampshire County Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-066690

Procurement identifier (OCID): ocds-h6vhtk-05cfb5 ([view related notices](#))

Published 20 October 2025, 1:04pm

Scope

Reference

CS27337

Description

Framework for the Supply of Print and related Services including, Print Finishing and Fulfilment, Specialist Print, Graphic Display Items, Promotional Merchandise, Labels and Stickers and Artwork Processing and Print of the County Supplies Catalogue

Commercial tool

Establishes a framework

Total value (estimated)

- £3,220,000 excluding VAT
- £3,864,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 5 January 2026 to 4 January 2030
- 4 years

Main procurement category

Goods

CPV classifications

- 22000000 - Printed matter and related products

Contract locations

- UKJ3 - Hampshire and Isle of Wight

Lot 1. Print, Finishing and Fulfilment

Description

The Supply of Print, Finishing and fulfilment, including Flyers, Leaflets, Printed Office Stationery etc.

Lot value (estimated)

- £900,000 excluding VAT
- £1,080,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Specialist Print

Description

The Supply of Specialist Print, including, Forms, school bus passes, permits and library cards

Lot value (estimated)

- £700,000 excluding VAT
- £840,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 3. Graphic Display Items

Description

The Supply of Graphic Display Items including, correx boards, zoom flags, gazebo, pop up display, banners, vehicle graphics, school panels and instalation.

Lot value (estimated)

- £600,000 excluding VAT
- £720,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 4. Promotional Merchandise

Description

The Supply of Promotional Merchandise including, Pens, lanyards, poer banks, bags, water bottles, mugs and keyrings

Lot value (estimated)

- £600,000 excluding VAT
- £720,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 5. Labels and Stickers**Description**

The Supply of Labels and Stickers including, asset labels, self cling labels, property labels, barcode labels and stickers

Lot value (estimated)

- £120,000 excluding VAT
- £144,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 6. Artwork Processing and Print - County Supplies Catalogue

Description

The Supply of Artwork Processing and the print of the County Supplies Catalogue.

Lot value (estimated)

- £300,000 excluding VAT
- £360,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Framework

Maximum number of suppliers

Unlimited

Maximum percentage fee charged to suppliers

1%

Further information about fees

Retrospective Rebate

The Council requires a rebate in the sum of 1% of net sales under the Framework Agreement (including VAT) to be paid by the Contractor to the Council annually based on all orders paid to the Contractor by the Contracting Authorities in respect of all Orders placed under this Framework Agreement, during the preceding period. The Contractor shall send annual figures to the Council, who will then raise an invoice to the Contractor requesting payment. The Contractor shall quote the Framework Agreement reference number CS27337 on all correspondence clearly stating the period the payment relates to. Supporting documentation should be included to show the value of sales against which rebate has been calculated.

Justification for framework term over 4 years

Due to the nature of the products and the Market there is no requirement to offer an extension for this Framework

Framework operation description

When selecting Contractors under this Agreement the Participating Authority will select a Supplier based on the Most Advantageous Tender. This is the result of a process as determined by the Participating Authority of declaring value from all products/services covered by the Agreement.

Quote - The Participating Authority must invite all Contractors on the specific Lot of the Framework Agreement who are deemed capable of delivering the required Goods or Services.

The Participating Authority shall be responsible for formulating a specification/product brief containing full details of the Goods or Services required.

The Participating Authority will send the specification in the form of a quote request to all Contractors including the Framework Agreement reference number. A time limit should be set for the submission of fully completed quote responses. Responses received must be kept in a secure place, unopened, until the designated closing date for final submissions has passed. Responses received after the specified date and time should be rejected.

The submitted quote shall be evaluated in accordance with the criteria stated in the original quote request. The headline criteria used must be the same as the headline criteria used for the original Agreement, but the Participating Authority may change the weightings and add their own sub-criteria to apply.

The winning quote will be advised in writing.

Award method when using the framework

Either with or without competition

Contracting authorities that may use the framework

This Framework is open to:

Hampshire County Council, Hampshire Police Authority, Hampshire Fire and Rescue Service

Non-profit community and voluntary groups in Hampshire

Educational Establishments

Includes all types of schools and institutions in England: maintained schools, academies, free schools, nurseries, colleges, universities, independent schools, and children's centres.

Reference: GIAS, Schools Web Directory

Wider Public Sector

Also open to:

Local Authorities (County, District, Borough, Unitary)

Police, Emergency Services, NHS Bodies, Central Government Departments, Registered Charities

Reference: Local Gov Directory, NHS, Charity Register

Contracting authority location restrictions

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Participation

Particular suitability

Lot 1. Print, Finishing and Fulfilment

Lot 2. Specialist Print

Lot 3. Graphic Display Items

Lot 4. Promotional Merchandise

Lot 5. Labels and Stickers

Lot 6. Artwork Processing and Print - County Supplies Catalogue

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

21 November 2025, 5:00pm

Tender submission deadline

28 November 2025, 2:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/hampshire>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

10 December 2025

Award criteria

Name	Description	Type	Weighting
Price	100% Price Award Stage Quality Questionnaire Pass/Fail	Price	100%

Other information

Payment terms

Please refer to Hampshire County Council Terms and Conditions for Purchase Orders

Terms and conditions for purchase orders | Business and economy | Hampshire County Council

Description of risks to contract performance

Supplier going out of business (Cease trading)

It isn't uncommon for suppliers within this market to go out of business. It is expected that this Framework will be awarded to a number of suppliers which will enable the Contracting Authority to source goods elsewhere

Poor quality products supplied

Management of the quality of products is required by the the request of sample copies. Some suppliers may not supply these which can cause an issue if a complaint is received from direct delivery

Damaged deliveries

Most suppliers now use third party couriers which as sub contractors. Often products arrive in a poor condition and the chosen supplier will try to mitigate blame to the courier so as not to take responsibility for the damage.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Hampshire County Council

- Public Procurement Organisation Number: PBHM-7586-PWLP

The Castle, High Street

Winchester

SO238UJ

United Kingdom

Email: county.supplies.buying@hants.gov.uk

Region: UKJ36 - Central Hampshire

Organisation type: Public authority - sub-central government