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Tender

## **Provision of Print Services and Signage**

Nottingham Trent University (NTU)

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

Notice identifier: 2025/S 000-068419

Procurement identifier (OCID): ocds-h6vhtk-05d3df

Published 27 October 2025, 10:00am

### **Scope**

### **Reference**

NTU/25/2775/DS

### **Description**

The University is seeking suppliers who can deliver a cost-effective and responsive print and signage service, drawing on sector knowledge to offer innovation, efficiency and value for money.

### **Commercial tool**

Establishes an open framework

A series of frameworks with substantially the same terms. Awarded suppliers are carried over and new suppliers can bid.

## **Total value (estimated)**

- £3,083,333.33 excluding VAT
- £3,700,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 13 February 2026 to 12 February 2029
- Possible extension to 12 February 2034
- 8 years

Description of possible extension:

The Tender is being run in accordance with the Procurement Act 2023 (the Act) and any regulations made under it, including the Procurement Regulations 2024 (Regulations), as amended from time to time. This is an Open Procedure tender, as defined in sections 20(1) and 20(2)(a) of the Act. The University is setting up an Open Framework, which is a series of successive frameworks as defined by the Act. This is the framework 1 of the scheme (NTU/25/2775/DS). There are a maximum of two frameworks under this open framework. This competition is for the award of framework one in the scheme of frameworks. The open framework will last 8 years in total. Framework one will have a contract period of 36 months. Framework two will have a contract period of 60 months.

## **Main procurement category**

Services

## **CPV classifications**

- 79820000 - Services related to printing

## Contract locations

- UKF14 - Nottingham
- 

## Lot LOT-0001. Lot 1a Signage and Wide Format

### Description

The University requires the appointed roster of Suppliers under Lot 1a to provide ad-hoc large format/signage design, build and installation. This shall incorporate the following services, but not limited to: banners, billboards and building signage, internal lettering and graphics, external directional and wayfinding signage, foamex temporary signs (aluminium signs; banners; nameplates for doors; directory signage; wayfinding; flush and projecting signs; external building signs; plaques; vehicle decals; health & safety/statutory signage). This lot focuses on bespoke and higher value signage and wide format orders, whereas Lot 1b focuses on repeat low value requirements, with faster lead times from order placement to installation on NTU campuses. Please see Schedule 4 for list of products list.

### Lot value (estimated)

- £1,250,000 excluding VAT
- £1,500,000 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.

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## **Lot LOT-0002. Lot 1b Reactive Signage**

### **Description**

The University requires the appointed Supplier to undertake the reactive signage services outside of core business operating hours, to avoid disruption caused on campus to staff and students. The bulk of the requirements under Lot 1b consist of low value repeat signage requirements, which we envisage most orders less than £1k. Please see Schedule 4 for list of products list. The appointed Supplier must operate flexible working hours, including early mornings (pre 8am) , evenings, and weekends, to accommodate our operational needs. This shall include experience of accessing secured areas out of hours and ensuring all work is completed discreetly and professionally with minimal disturbance to building users. The appointed Supplier shall be provided with campus access card(s) and tour of campus to familiarise yourself with the layout of the campus, but it shall be the responsibility of the Supplier to ensure staff are fully aware of building location. Supplier must be capable of working independently, without the need to contact NTU staff, should any clarification be required on a job, this must be done ahead of the installation day.

### **Lot value (estimated)**

- £166,666.67 excluding VAT
- £200,000 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.

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## Lot LOT-0003. Lot 2 Print Services

### Description

The Supplier shall be able to provide a full range of printed materials, including operational and marketing print, with the capability to handle varying volumes and a wide range of formats using digital and lithographic print methods. Please see Schedule 4 for list of products list.

### Lot value (estimated)

- £1,666,666.67 excluding VAT
- £2,000,000 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.

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## Framework

### Open framework scheme end date (estimated)

12 February 2034

### Maximum number of suppliers

Unlimited

**Maximum percentage fee charged to suppliers**

0%

**Framework operation description**

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**Award method when using the framework**

Either with or without competition

**Contracting authorities that may use the framework**

Establishing party only

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**Participation**

## **Particular suitability**

**Lot LOT-0001. Lot 1a Signage and Wide Format**

**Lot LOT-0002. Lot 1b Reactive Signage**

**Lot LOT-0003. Lot 2 Print Services**

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

### **Enquiry deadline**

26 November 2025, 12:00pm

### **Tender submission deadline**

28 November 2025, 12:00pm

### **Submission address and any special instructions**

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=99413&B=](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=99413&B=)

### **Tenders may be submitted electronically**

Yes

### **Languages that may be used for submission**

English

### **Award decision date (estimated)**

22 January 2026

### **Recurring procurement**

Publication date of next tender notice (estimated): 12 February 2034

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## **Award criteria**

### **Lot LOT-0001. Lot 1a Signage and Wide Format**

<b>Name</b>	<b>Description</b>	<b>Type</b>
NTU Strategic Commitments (Sustainability)	15%	Quality
Technical Criteria	19%	Quality
Order Fulfilment Criteria	38%	Quality
Account Management Criteria	3%	Quality
Health and Safety Criteria	5%	Quality
Commercial Offer	20%	Price

### **Weighting description**

Please see tender document.

### **Lot LOT-0002. Lot 1b Reactive Signage**

<b>Name</b>	<b>Description</b>	<b>Type</b>
NTU Strategic Commitments (Sustainability)	15%	Quality
Technical Criteria	17%	Quality
Order Fulfilment Criteria	33%	Quality

<b>Name</b>	<b>Description</b>	<b>Type</b>
Account Management Criteria	5%	Quality
Health and Safety Criteria	5%	Quality
Commercial Offer	25%	Price

### **Weighting description**

Please see Tender Document.

### **Lot LOT-0003. Lot 2 Print Services**

<b>Name</b>	<b>Description</b>	<b>Type</b>
NTU Strategic Commitments (Sustainability)	15%	Quality
Technical Criteria	30%	Quality
32%	Order Fulfilment Criteria	Quality
Account Management Criteria	3%	Quality
Commercial Offer	20%	Price

### **Weighting description**

Please see tender document.

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### **Other information**

#### **Applicable trade agreements**

- Government Procurement Agreement (GPA)

#### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

### **Justification for not publishing a preliminary market engagement notice**

The university did not conduct any pre market engagement activities in relation to this tender.

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## **Contracting authority**

### **Nottingham Trent University (NTU)**

- Public Procurement Organisation Number: PLJN-1931-JMHG

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Nottingham

NG1 4FQ

United Kingdom

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Region: UKF14 - Nottingham

Organisation type: Public authority - sub-central government