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Tender

Printing Services Tender - Lot 1 Litho Digital Printing and Exhibition Printing /Lot 2 Photocopying and Security Printing

University of Hertfordshire Higher Education Corporation

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

Notice identifier: 2025/S 000-075147

Procurement identifier (OCID): ocds-h6vhtk-05e0a5

Published 19 November 2025, 11:30am

Changes to notice

This notice has been edited. The [previous version](#) is still available.

To add an estimated spend of the 5 year contract opportunity

Scope

Reference

25015

Description

The University of Hertfordshire is conducting a tender exercise in order to set up a contract for the provision of printing services. This is a contract for three (3) years with the option to extend for two (2) years. This is subject to satisfactory performance of the contract. The contract duration is for a maximum of five(5) years.

The University is not a contracting authority by definition and there Procurement Act 2023 will not apply to this Procurement.

All University policies and regulations relating to information, security, data management, systems and services will apply to all contracts resulting from this tender.

The tender will be divided into the following two(2) separate lots. The number of appointees per lot is stated below:

Lot 1 Litho, Digital Printing and Exhibition (maximum number of appointees three (3)).

Lot 2 Photocopying and Security Printing (maximum number of appointees one (1)).

This contract is awarded against the University's standard contract which is included in the tender. The contract is estimated spend over 5 year period.

Commercial tool

Establishes a framework

Total value (estimated)

- £700,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 February 2026 to 31 January 2029
- Possible extension to 31 January 2031
- 5 years

Description of possible extension:

Two Twelve Month extension periods subject to acceptable levels of performance.

Main procurement category

Services

CPV classifications

- 79800000 - Printing and related services

Lot constraints

Description of how multiple lots may be awarded:

Stated in the tender documentation

Lot 1. Litho, Digital Printing and Exhibition

Description

Please see the tender documentation for more information For Lot 1

Lot value (estimated)

- £0 excluding VAT
- £0 including VAT

Framework lot values may be shared with other lots

Same for all lots

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

Lot 2. Photocopying and Security Printing

Description

Please see the tender documentation for more information

Lot value (estimated)

- £0 excluding VAT
- £0 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications 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

0%

Framework operation description

Prices will be as per the pricing schedules each tenderer submits. Lot 1 will be the only lot with a potential framework of suppliers, Award of lot 1, does not guarantee work for the supplier. If there is more than one supplier, work will be assessed on value for money, quality, lead-time and awarded on that basis.

Award method when using the framework

Either with or without competition

Contracting authorities that may use the framework

Establishing party only

Participation

Particular suitability

Lot 1. Litho, Digital Printing and Exhibition

Lot 2. Photocopying and Security Printing

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

Submission

Tender submission deadline

10 December 2025, 12:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/universityofhertfordshire.aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

9 January 2026

Recurring procurement

Publication date of next tender notice (estimated): 1 February 2026

Award criteria

Name	Description	Type
Simple description	Please see tender documentation but below is a simple description Account Management = 15% Experience =10% Service and operational delivery = 15% Sustainability and added value = 10% Pricing = 50% TOTAL = 100%	Price

Weighting description

Please see tender documentation but below is a simple description

Account Management = 15%

Experience =10%

Service and operational delivery = 15%

Sustainability and added value = 10%

Pricing = 50%

TOTAL = 100%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<https://in-tendhost.co.uk/universityofhertfordshire.aspx/Home>

Please register on the Universities e-tendering platform, <https://in-tendhost.co.uk/universityofhertfordshire.aspx/Home> to access all tender documentation. Please read all tender documentation and information carefully.

Contracting authority

University of Hertfordshire Higher Education Corporation

- UK Register of Learning Providers (UKPRN number): 10007147

College Lane

Hatfield

AL10 9AB

United Kingdom

Email: categorymanagers@herts.ac.uk

Website: <http://www.herts.ac.uk>

Region: UKH23 - Hertfordshire

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)