

United Kingdom-Newcastle upon Tyne: Printed matter and related products

OJ S 15/2016 22/01/2016

Contract notice

Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: North East Procurement Organisation

Postal address: The Guildhall, Quayside

Town: Newcastle upon Tyne

Postal code: NE1 3AF

Country: United Kingdom

For the attention of: Mr Adam Smith

E-mail: adam.smith@nepo.org

Telephone: +44 1912613916

Internet address(es):General address of the contracting authority: <http://www.nepoportal.org>Address of the buyer profile: <http://www.nepoportal.org>Electronic access to information: <http://www.nepoportal.org>Electronic submission of tenders and requests to participate: <http://www.nepoportal.org>**Additional information can be obtained from:**

Official name: North East Procurement Organisation

Postal address: The Guildhall, Quayside

Town: Newcastle upon Tyne

Postal code: NE1 3AF

Country: United Kingdom

For the attention of: Mr Adam Smith

E-mail: adam.smith@nepo.org

Telephone: +44 1912613916

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

Official name: North East Procurement Organisation

Postal address: The Guildhall, Quayside

Town: Newcastle upon Tyne

Postal code: NE1 3AF

Country: United Kingdom

For the attention of: Mr Adam Smith

E-mail: adam.smith@nepo.org

Telephone: +44 1912613916

Tenders or requests to participate must be submitted: Official name: North East Procurement Organisation

Postal address: The Guildhall, Quayside

Town: Newcastle upon Tyne

Postal code: NE1 3AF

Country: United Kingdom

For the attention of: Mr Adam Smith

E-mail: adam.smith@nepo.org

Telephone: +44 1912613916

I.2. Type of the contracting authority

Regional or local authority

I.3. Main activity

General public services

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: Darlington Borough Council

Postal address: Town Hall, Feethams

Town: Darlington

Postal code: DL1 5UL

Country: United Kingdom

Official name: Durham County Council

Postal address: County Hall

Town: Durham

Postal code: DH1 5UL

Country: United Kingdom

Official name: Gateshead Metropolitan Borough Council

Postal address: Civic Centre, Regent Terrace

Town: Gateshead

Postal code: NE8 1HH

Country: United Kingdom

Official name: Hartlepool Borough Council

Postal address: Civic Centre, Victoria Road

Town: Hartlepool

Postal code: TS24 8AY

Country: United Kingdom

Official name: Middlesbrough Council

Postal address: Civic Centre, Albert Road

Town: Middlesbrough

Postal code: TS1 9FX

Country: United Kingdom

Official name: Newcastle City Council

Postal address: Civic Centre, Barras Bridge

Town: Newcastle upon Tyne

Postal code: NE1 7RS

Country: United Kingdom

Official name: Northumberland County Council

Postal address: County Hall, Morpeth

Town: Morpeth

Postal code: NE61 2EF

Country: United Kingdom

Official name: North Tyneside Council

Postal address: Quadrant, The Silverlink North, Cobalt Business Park

Town: Silverlink

Postal code: NE27 0BY

Country: United Kingdom

Official name: Redcar and Cleveland Borough Council
Postal address: Redcar and Cleveland House, Kirkleatham Street
Town: Redcar
Postal code: TS10 1RT
Country: United Kingdom
Official name: South Tyneside Council
Postal address: South Tyneside Council Town Hall and Civic Offices, Westoe Road
Town: South Shields
Postal code: NE33 2RL
Country: United Kingdom
Official name: Stockton-on-Tees Borough Council
Postal address: Municipal Buildings, Church Road
Town: Stockton-on-Tees
Postal code: TS18 1LD
Country: United Kingdom
Official name: Sunderland City Council
Postal address: Civic Centre, Burdon Road
Town: Sunderland
Postal code: SR2 7DN
Country: United Kingdom

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

NEPO504 Framework for Election and Electoral Registration Print.

II.1.2. Type of contract and place of performance or delivery

Supplies

Purchase

NUTS code UKC North East (England)

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with several operators

Number Envisaged maximum number of participants to the framework agreement: 2

Duration of the framework agreement

Duration in months: 48

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 500 000 and 2 000 000 GBP

II.1.5. Short description of the contract or purchase(s)

The Association of North East Councils Limited trading as the North East Procurement Organisation (NEPO) is seeking to award a Framework for Election and Electoral Registration Print requirements to NEPO Member Authorities within the North East region.

II.1.6. CPV code(s)

22000000 Printed matter and related products, 79800000 Printing and related services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Framework for Election and Electoral Registration printing requirements to NEPO Member and NEPO Associate Member Authorities within the North East region. All requirements included in the Specification are current as of publication of the Invitation to Tender and it is envisaged that there will be no material changes to requirements over the Framework Agreement period. Contracting Authorities may modify their requirements from time to time but any modifications will not be substantial within the meaning of Regulation 72(8) of the PCR 2015 and will be provided at no or minimal additional cost.

It is intended that a maximum of two contractors will be appointed to the Framework, however if there are less than two tenders received which meet NEPO's requirements then the number of Contractors awarded a place on the Framework Agreement may be less. The two contractors will be ranked and Contracting Authorities will be able to call-off by direct award to the first ranked Contractor without re-opening competition. The Contractor that is ranked second will only be required if the first ranked Contractor cannot fully meet all of the Contracting Authority's requirements. The Call-Off Contract will be on the terms specified within the Call-Off Terms and Conditions, supplemented as appropriate by such details as price and quantities which will be specified in the Call-Off Order.

If the first ranked Contractor notifies NEPO that it is no longer able to supply under the Framework Agreement, or if the first ranked Contractor is unable to fulfil a Contracting Authority's full requirements under a Call-Off Order, or NEPO does not agree a price variation in accordance with clause 1 of the Special Terms and Conditions the Contracting Authority may then place an order directly with the second ranked Contractor on the Framework Agreement.

Based on early stakeholder engagement and due to the nature of the requirement NEPO will not be dividing the Framework into separate Lots. A sole supplier arrangement for this Framework has historically proven best value and provides for an optimum delivery solution.

Estimated value excluding VAT:

Range: between 500 000 and 2 000 000 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: yes

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 48 (from the award of the contract)

II.3. Duration of the contract or time limit for completion

Duration in months: 48 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

As specified in the tender documentation.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

As specified in the tender documentation.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

As specified in the tender documentation.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: As specified in the tender documentation.

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: As specified in the tender documentation.

III.2.2. Economic and financial ability

List and brief description of conditions: As specified in the tender documentation.

Minimum level(s) of standards possibly required: As specified in the tender documentation.

III.2.3. Technical and professional ability

List and brief description of conditions:

As specified in the tender documentation.

Minimum level(s) of standards possibly required:

As specified in the tender documentation.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

A54G-6ALPOS

IV.3.2. Previous publication concerning this procedure

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 29.2.2016 - 12:00
Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

29.2.2016 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

Duration in days: 90 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 29.2.2016 - 14:00

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Representatives of Gateshead Council's Legal Department.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 48 months.

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds: no

VI.3. Additional information

The opportunity can be accessed via the NEPO eTender system. Tenderers wishing to be considered for this contract must register their expression of interest and submit a tender

through the NEPO eTender system. If not already registered, candidates should register on the NEPO eTender system at https://www.qtegov.com/procontract/supplier.nsf/frm_supplier_registration_wizard_introduction?openform Any queries regarding the procurement process or tender documents must be raised no less than 4 days before the tender return date, through the Q&A section on the NEPO eTender system. For any support in submitting your expression of interest or tender response, please contact the NEPO Portal helpdesk at +441912613940 or info@nepoportal.org. There are a number of help guides available on the portal. Reading these will assist the supplier in completing and submitting their responses. NEPO is a Central Purchasing Body as defined in the Public Contract Regulations 2015 (PCR15). This means that NEPO may provide central purchasing activity on behalf of Contracting Authorities. The agreement will be available for use by all NEPO Members within the North East region. A list of member organisations is available at: www.nepoportal.org This agreement will also be made available to all current and future NEPO Associate Members throughout the North East region. A list of current NEPO Associate Members is available at: <https://www.qtegov.com/systems/nepocms.nsf/vLiveDocsTitle/Current%20Associate%20Members>

VI.4. Procedures for review

VI.4.1. Review body

Official name: North East Procurement Organisation

Postal address: Guildhall, Quayside

Town: Newcastle upon Tyne

Postal code: NE1 3AF

Country: United Kingdom

E-mail: adam.smith@nepo.org

Telephone: +44 1912613916

Body responsible for mediation procedures

Official name: North East Procurement Organisation

Postal address: Guildhall, Quayside

Town: Newcastle upon Tyne

Postal code: NE1 3AF

Country: United Kingdom

E-mail: adam.smith@nepo.org

Telephone: +44 1912613916

VI.4.2. Review procedure

VI.4.3. Service from which information about the review procedure may be obtained

Official name: North East Procurement Organisation

Postal address: Guildhall, Quayside

Town: Newcastle upon Tyne

Postal code: NE1 3AF

Country: United Kingdom

E-mail: adam.smith@nepo.org

Telephone: +44 1912613916

VI.5. Date of dispatch of this notice

21.1.2016