

United Kingdom-Bury St Edmunds: Printing services
OJ S 20/2014 29/01/2014
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: St Edmundsbury Borough Council
Postal address: West Suffolk House, Western Way
Town: Bury St Edmunds
Postal code: IP33 3YU
Country: United Kingdom
Contact person: Suffolk Sourcing Portal - Helpdesk
E-mail: suffolk.sourcing@stedsb.gov.uk
Telephone: +44 1473260232

Internet address(es):

General address of the contracting authority: www.stedmundsbury.gov.uk
Address of the buyer profile: <https://www.suffolksourcing.co.uk>
Electronic access to information: <https://www.suffolksourcing.co.uk>
Electronic submission of tenders and requests to participate: <https://www.suffolksourcing.co.uk>

Additional information can be obtained from:

the abovementioned address

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

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address

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: Breckland District Council
Postal address: Elizabeth House Walpole Loke
Town: Dereham
Postal code: NR19 1EE
Country: United Kingdom
Official name: Forest Heath District Council
Postal address: College Heath Road Mildenhall Suffolk
Town: Mildenhall
Postal code: IP28 7EY
Country: United Kingdom
Official name: East Cambridgeshire District Council
Postal address: The Grange Nutholt Lane Ely Cambridgeshire

Town: Ely
Postal code: CB7 4EE
Country: United Kingdom
Official name: Waveney District Council
Postal address: Town Hall High Street Lowestoft Suffolk
Town: Lowestoft
Postal code: NR32 1HS
Country: United Kingdom
Official name: Suffolk Coastal District Council
Postal address: Council Offices Melton Hill Woodbridge Suffolk
Town: Woodbridge
Postal code: IP12 1AU
Official name: Fenland District Council
Postal address: Fenland Hall County Road March Cambridgeshire
Town: March
Postal code: PE15 8NQ
Country: United Kingdom

Section II: Object of the contract

II.1. Description

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

Printing, Enveloping and Mailing of Annual, Ad Hoc Billing and Other Revenues and Benefits Documents.

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

Services

Service category No 4: Transport of mail by land [3] and by air

NUTS code UKH14 Suffolk,UKH12 Cambridgeshire CC,UKH13 Norfolk

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

The notice involves a public contract

II.1.4. Information about framework agreement

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

Creation, printing and dispatch of all documents relating to Housing and Council Tax Reduction Scheme and Local Taxation (Council Tax and National Non-Domestic Rates) (the "Services") for seven named Local Authorities: Breckland District Council, Forest Heath District Council, St. Edmundsbury Borough Council and East Cambridgeshire District Council (collectively known as the Anglia Revenues Partnership or "ARP") and Waveney District Council, Suffolk Coastal District Council and Fenland District Council.

II.1.6. CPV code(s)

79810000 Printing services, 79800000 Printing and related services, 79824000 Printing and distribution services, 79823000 Printing and delivery services, 79571000 Mailing services, 64121100 Mail delivery services, 64110000 Postal services

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

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Estimated value excluding VAT:

Range: between 700 000 and 850 000 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 1

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

in months: 24 (from the award of the contract)

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

Duration in months: 36 (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

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

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

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

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

III.2.2. Economic and financial ability

III.2.3. Technical and professional ability

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

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

ARP/SWF01

IV.3.2. Previous publication concerning this procedure

no

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

Payable documents: no

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

21.3.2014 - 15:00

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: 21.3.2014

Place:

St Edmundsbury Borough Council.

Section VI: Complementary information

VI.1. Information about recurrence

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

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

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

VI.5. Date of dispatch of this notice

24.1.2014