

UK-Liverpool: printing and related services

OJ S 20/2012 31/01/2012

Contract notice

Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Government Procurement Services

Postal address: 9th floor, The Capital, Old Hall Street

Town: Liverpool

Postal code: L3 9PP

Country: United Kingdom

For the attention of: Cheryl Joyce

Internet address(es):

General address of the contracting authority: www.buyingsolutions.gov.uk

Additional information can be obtained from:

Official name: Government Procurement Service

Internet address: <https://governmentprocurementservice.bravosolution.co.uk>

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

Official name: Government Procurement Service

Internet address: <https://governmentprocurementservice.bravosolution.co.uk>

Tenders or requests to participate must be submitted: Official name: Government Procurement Service

Internet address: <https://governmentprocurementservice.bravosolution.co.uk>

I.2. Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local subdivisions

I.3. Main activity

Other: Public Procurement

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

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

Section II: Object of the contract

II.1. Description

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

Wider public sector print services framework agreement.

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

Supplies

Purchase

Main site or place of performance: Primarily in the UK with some limited requirements overseas.

NUTS code UK United Kingdom

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

Maximum number Envisaged maximum number of participants to the framework agreement
: 10

Duration of the framework agreement

Duration in years: 4

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

Estimated value excluding VAT:

Range: between 100 000 000 and 150 000 000 GBP

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

Government procurement service as the Contracting Authority is putting in place a framework agreement for use by wider public sector bodies identified at VI.3 (and any future successors to these organisations), which include educational establishments, NHS bodies and local authorities.

The wider public sector print services framework agreement will comprise of 2 lots:

Lot 1 - managed printing and eCommunications services.

Lot 2 - operational print services.

Government procurement service reserves the right for an electronic auction to be held by public sector bodies during further competition among the parties to the framework agreement (s).

II.1.6. CPV code(s)

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

This contract is divided into lots: yes

Tenders may be submitted for one or more 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

Estimated value excluding VAT:

Range: between 100 000 000 and 150 000 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The Authority reserves the right to extend the Lots.

II.2.3. Information about renewals

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

Information about lots

Lot No: 1

Lot title: Managed printing and eCommunications services

1) Short description

A fully managed end-to-end print service and any additional supporting requirements to provide Customers with a total solution to their organisational print and associated printing services requirements, on a project basis or in relation to any constituent part of any project. This will include sourcing all raw materials including but not limited to paper stocks, postage and consumables and managing these to achieve cost efficiencies including through aggregation of spend.

2) CPV code(s)

79800000 Printing and related services, 79810000 Printing services, 22450000 Security-type printed matter, 79823000 Printing and delivery services, 64216200 Electronic information services, 79820000 Services related to printing, 22458000 Bespoke printed matter

3) Quantity or scope

Full descriptions can be found in the framework agreement schedule 1 goods and services (specification) document.

Estimated value excluding VAT:

Range: between 80 000 000 and 120 000 000 GBP

4) Indication about different time frame or duration

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

5) Additional information about lots

The Contracting Authority will award up to four framework agreements to suppliers that can supply the goods and services under lot 1.

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.

Although the duration of the framework agreement is declared as 4 years (48 months), please note that:

Lot 1 managed print and eCommunications services is for a period of 3 yrs (36 months) with the Contracting Authority retaining the unilateral right to extend this lot for a further 1, single year (12 month) period.

Lot 1 managed printing and eCommunications services may be awarded and commence earlier than lot 2 operational print services. This depends on the level of responses received for lot 2.

Lot No: 2

Lot title: Operational print services

1) Short description

Production of all general, office and marketing print using appropriate cost effective production processes and technology with varying levels of output from low to high production runs. It will also include finishing, storage, stock call off arrangements and distribution.

2) CPV code(s)

22000000 Printed matter and related products, 79810000 Printing services, 79821000 Print finishing services, 79811000 Digital printing services, 79823000 Printing and delivery services, 79820000 Services related to printing, 22100000 Printed books, brochures and leaflets, 79822400 Lithographic services

3)

Quantity or scope

Full descriptions can be found in the framework agreement schedule 1 goods and services (specification).

Estimated value excluding VAT:

Range: between 20 000 000 and 30 000 000 GBP

4) Indication about different time frame or duration

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

5) Additional information about lots

The Contracting Authority will award up to six framework agreements to suppliers that can supply the goods and services under lot 2.

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.

Although the duration of the framework agreement is declared as 4 years (48 months), please note that:

Lot 2 operational print services is for a period of 2 yrs (24 months) with the Contracting Authority retaining the unilateral right to extend this Lot for a further 2, single year (12 month) periods.

Lot 1 managed printing and eCommunications services may be awarded and commence earlier than lot 2 operational print services. This depends on the level of responses received for lot 2.

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Potential providers will be advised if this is necessary during the procurement. Parent company and/or other guarantees of performance and financial security and / or stability may be required by Government procurement service and individual Contracting Authorities utilising the framework agreement if considered appropriate.

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

No special legal form is required but if a framework agreement is awarded to a consortium, the Contracting Authority may require the consortium to form a legal entity before entering into the framework agreement.

III.1.4. Contract performance conditions

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

Description of particular conditions: As appropriate, to be set out in the contract documents accompanying the invitation to tender.

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: Suppliers instructions How to Express Interest in this tender:

1. Register your company on the eSourcing portal (this is only required once),
 - Browse to the eSourcing Portal: <https://governmentprocurementservice.bravosolution.co.uk> and click the link to register,
 - Accept the terms and conditions and click 'continue',
 - Enter your correct business and user details,
 - Note the username you chose and click 'Save' when complete,
 - You will shortly receive an email with your unique password (please keep this secure).
2. Express an Interest in the tender:
 - Login to the portal with the username/password,
 - Click the 'ITTs Open To All Suppliers' link. (These are invitations to tender open to any registered supplier),
 - Click on the relevant ITT to access the content,
 - Click the 'Express Interest' button at the top of the page,
 - This will move the ITT into your 'My ITTs' page. (This is a secure area reserved for your projects only),
 - You can now access any attachments by clicking 'Buyer Attachments' in the 'ITT Details' box.
3. Responding to the tender:
 - Click 'My Response' under 'ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining),
 - You can now use the 'Messages' function to communicate with the buyer and seek any clarification,
 - Note the deadline for completion, then follow the onscreen instructions to complete the ITT,
 - There may be a mixture of online & offline actions for you to perform (there is detailed online help available). You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.

III.2.2. Economic and financial ability

List and brief description of conditions: Potential Providers will be assessed in accordance with Part 4 of the Public Contracts Regulations 2006, as amended (implementing Title II, Chapter V11, Section 2 of Directive 2004/18/EC), on the basis of information provided in response to the ITT.

See the ITT documentation for details - the ITT can be accessed at: www.governmentprocurementservice.bravosolution.co.uk.

III.2.3. Technical and professional ability

List and brief description of conditions:

Potential Providers will be assessed in accordance with Part 4 of the Public Contracts Regulations 2006, as amended (implementing Title II, Chapter V11, Section 2 of Directive 2004/18/EC), on the basis of information provided in response to the ITT.

See the ITT documentation for details - the ITT can be accessed at: www.governmentprocurementservice.bravosolution.co.uk.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

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

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

Objective criteria for choosing the limited number of candidates: The criteria used to select those potential providers is shown in the invitation to tender questionnaire.

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: yes

Additional information about electronic auction: We reserve the right to use electronic auction at the call off stage.

IV.3. Administrative information

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

RM 1687

IV.3.2. Previous publication concerning this procedure

no

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: 12.3.2012 - 15:00
Payable documents: no

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

12.3.2012 - 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: 180 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 12.3.2012 - 15:00

Place:

Electronically via e-tendering tool.
Persons authorised to be present at the opening of tenders: no

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

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

Potential providers should note that, in accordance with the UK Government's policies on transparency, Government procurement service intends to publish the invitation to tender (ITT) document, and the text of any framework agreement awarded, subject to possible redactions at the discretion of Government procurement service. The terms of the proposed framework agreement will also permit a public sector contracting authority, awarding a framework agreement under this framework agreement, to publish the text of that framework agreement, subject to possible redactions at the discretion of the Contracting Authority. Further information on transparency can be found at: <http://www.buyingsolutions.gov.uk/aboutus/transparency/>.

The Contracting Authority expressly reserves the right:

- (i) Not to award any framework agreement as a result of the procurement process commenced by publication of this notice; and
- (ii) To make whatever changes it may see fit to the content and structure of the tendering competition; and in no circumstances will the Contracting Authority be liable for any costs incurred by the Potential Providers.

If the Contracting Authority decides to enter into a framework agreement with the successful supplier, this does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to framework agreement award is accordingly a matter solely for the commercial judgement of potential providers. Any orders placed under this framework agreement will form a separate contract under the scope of this framework between the supplier and the specific requesting other contracting body. The Contracting Authority and other contracting bodies utilising the framework agreement reserve the right to use any electronic portal during the life of the agreement.

The duration referenced in Section II.1.4 is for the placing of orders.

The value provided in Section II.1.4 is only an estimate. We cannot guarantee to suppliers any business through this framework agreement.

Government procurement service wishes to establish a framework agreement for use by the following UK Wider Public Sector bodies (and any future successors to these organisations):

— Public Corporations excluding those defined as Central Government, identified through the following links:

<http://www.ons.gov.uk/ons/taxonomy/index.html?nscl=Government>.

<http://www.direct.gov.uk/en/DI1/Directories/index.htm>.

— Local authorities.

http://www.direct.gov.uk/en/DI1/Directories/Localcouncils/AToZOfLocalCouncils/DG_A-Z_LG.

— National parks authorities.

<http://www.nationalparks.gov.uk>.

— Educational establishments in England and Wales, maintained by the Department for children, schools and families including schools, universities and colleges but not independent schools.

<http://www.education.gov.uk/edubase/public/quickSearchResult.xhtml?myListCount=0>.

— Police forces in the United Kingdom.

<http://www.police.uk/>.

— Fire and rescue services (including Wales and Northern Ireland).

<http://www.fireservice.co.uk/>.

— NHS bodies England including acute trusts, primary care trusts, care trusts, NHS hospital trusts, foundation trusts, strategic health authorities, mental health trusts, special health authorities, community health councils, local health boards, NHS trusts including ambulance trusts. (NHS doctors are also eligible to use this Framework Agreement please see the links below for a list of NHS doctors).

<http://www.dh.gov.uk/en/Aboutus/OrganisationsthatworkwithDH/Armslengthbodies/Categorisationofarmslengthbodies/index.htm>.

<http://www.nhs.uk/servicedirectories/Pages/PrimaryCareTrustListing.aspx>.

<http://www.general-practitioners-uk.co.uk/>.

— Hospices.

Hospices in UK including Scotland, Wales and Northern Ireland.

— Registered Social Landlords (housing associations).

<http://portal.tenantservicesauthority.org/>.

<http://www.tenantservicesauthority.org/>.

— Third sector and charities.

<http://www.charity-commission.gov.uk/>.

<http://www.hmrc.gov.uk/charities/charities-search.htm>.

<http://www.oscr.org.uk/>.

— Citizens advice.

http://www.citizensadvice.org.uk/index/aboutus/citizens_advice_offices.htm.

Scottish public bodies.

— Scottish Government.

<http://www.scotland.gov.uk/Home>.

— Scottish local authorities.

<http://www.scotland-excel.org.uk/customers/index.asp>.

— Scottish agencies and NDPBs.

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>.

— Scottish NHS bodies.

<http://www.scotland.gov.uk/Topics/Health/NHS-Scotland/Boards>.

— Scottish further and higher education bodies.

http://www.sfc.ac.uk/about_the_council/council_funded_institutions/council_funded_institutions.aspx.

— Scottish police.

<http://www.scottish.police.uk/>

— Scottish fire and rescue.

http://www.dontgivefireahome.com/fire_safety/1347.html.

— Scottish housing associations.

http://www.sfha.co.uk/component/option,com_membersdir/Itemid,149/view,membersdir/.

— Scottish Parliament.

<http://www.scottish.parliament.uk/>.

— The Scotland office.

<http://www.scotlandoffice.gov.uk/scotlandoffice/10786.html>.

- Scotland citizens advice.
<http://www.cas.org.uk/find-a-bureau/all-scottish-bureaux>.
- Scottish primary schools.
<http://www.ltscotland.org.uk/scottishschoolsonline/index.asp?schoolsearchstring=&addresssearchstring=&authority=&strTypes=isprimaryschool&bSubmit=1&Submit=1>
- Scottish secondary schools.
<http://www.ltscotland.org.uk/scottishschoolsonline/index.asp?schoolsearchstring=&addresssearchstring=&authority=&strTypes=issecondaryschool&bSubmit=1&Submit=1>
- Scottish Special schools.
<http://www.ltscotland.org.uk/scottishschoolsonline/index.asp?schoolsearchstring=&addresssearchstring=&authority=&strTypes=isspecial&bSubmit=1&Submit=1>

Welsh public bodies.

- Welsh Public Bodies National Assembly for Wales, Welsh Assembly Government and Welsh local authorities.

<http://new.wales.gov.uk/?lang=en>.

http://www.direct.gov.uk/en/dl1/directories/localcouncils/dg_065241.

- NHS Wales & NHS Wales GP practices.
<http://www.wales.nhs.uk/ourservices/directory>.

NI public bodies.

- Northern Ireland Government departments.
<http://www.northernireland.gov.uk/gov.htm>.
- Northern Ireland public sector bodies and local authorities.
<http://www.northernireland.gov.uk/az2.htm>.
- Schools in Northern Ireland and further and higher education establishments in Northern Ireland.

<http://apps.deni.gov.uk/appinstitutes/instmain.aspx>.

- Public bodies involved in health and social care in Northern Ireland.

<http://www.hscni.net/index.php?link=hospitals>.

<http://www.hscni.net/index.php?link=boards>.

<http://www.hscni.net/index.php?link=agencies>.

<http://www.hscni.net/index.php?link=councils>.

- Police service of Northern Ireland.
<http://www.police-information.co.uk/police-directory/view.php?id=31&page=0&cat=6&subcat=31&subsubcat=0>.

- Citizens advice Northern Ireland.
<http://www.citizensadvice.co.uk/en/Where-We-Are/Bureaus/>.
<http://www.citizensadvice.co.uk/en/About-Us/Contact/>.

Further information regarding NHS customers:

The framework agreement will be used by the NHS Business Services Authority and its customers outlined in the following list (this is not an exhaustive list):

- Department of Health bodies and NHS bodies in existence at the time of this tender and those created under any NHS restructure,
- Private sector organisations wishing to purchase NHS printed items and wishing to use associated services (e.g. pharmacists),
- Public sector bodies wishing to purchase NHS printed items and wishing to use associated services,
- Voluntary and third sector bodies and charities wishing to purchase NHS printed items and

wishing to use associated services.

Tenderers must note that the NHS is undergoing a fundamental restructure and may be in a very different structure than at the time of this tender. Broadly, the operation of an NHS Contract awarded under this framework agreement may become more complex as the number of ordering, delivery and invoice points may increase significantly.

VI.4. Procedures for review

VI.4.1. Review body

Official name: Government Procurement Service

Postal address: 9th floor, The Capital, Old Hall Street

Town: Liverpool

Postal code: L3 9PP

Country: United Kingdom

Internet address: www.buyingsolutions.gov.uk

Body responsible for mediation procedures

Official name: DRS-CI Arb, on behalf of the Chartered Institute of Arbitrators

Postal address: 12 Bloomsbury Square

Town: London

Postal code: WC1A 2LP

Country: United Kingdom

E-mail: padre@drs-ciarp.com

Internet address: www.padre.org.uk

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The Authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of the framework agreement is communicated to tenderers. Potential providers who are unsuccessful shall be informed by the Authority as soon as possible after the decision has been made as to the reasons why such potential providers were unsuccessful. If any appeal regarding the award of the framework agreement is not successfully resolved, The Public Contracts Regulations 2006 (SI 2006 No. 5) provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take legal action. Any such action must be brought within the applicable limitation period. Where a framework agreement has not been entered into, the Court may order the setting aside of the award decision or order the Contracting Authority to amend any document and may award damages. If the framework agreement has been entered into the Court may, depending on the circumstances, award damages, make a declaration of ineffectiveness, order the Contracting Authority to pay a fine, and/or order that the duration of the framework agreement be shortened. The purpose of the standstill period referred to above is to allow the parties to apply to the Courts to set aside the award decision before the framework agreement is entered into.

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

VI.5. Date of dispatch of this notice

27.1.2012