

UK-Chesterfield: printing and related services

OJ S 46/2012 07/03/2012

Contract notice

Services

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: Chesterfield College

Postal address: Infirmary Road

Town: Chesterfield

Postal code: S41 7NG

Country: United Kingdom

Contact person: Chesterfield College

For the attention of: Richard Somerset

E-mail: [somerset@chesterfield.ac.uk](mailto:somerset@chesterfield.ac.uk)

Telephone: +44 1246500765

**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

Body governed by public law

### I.3. Main activity

Education

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

The contracting authority is purchasing on behalf of other contracting authorities: no

## Section II: Object of the contract

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### II.1. Description

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

Design, Print & Creative Direction Tender.

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

Services

Service category No 27: Other services

Main site or place of performance: Chesterfield, England.

NUTS code

#### 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  
: 5

**Duration of the framework agreement**

Duration in years: 36

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

Estimated value excluding VAT: 80 000 GBP

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

Chesterfield College is seeking to establish a framework agreement with several dynamic and energetic suppliers who can deliver excellent creative ideas as well as traditional design and print for Chesterfield College.

The Colleges intention is to select a number of preferred suppliers who will be contracted on an as and when needed basis. The preferred suppliers must be able to provide the services stated within the specification in a cost effective and efficient manner.

Although we cannot guarantee the volume of work which will be conducted, we require preferred suppliers to provide costs which will remain fixed for a period of at least 12 months from the time of appointment.

Prior to each job, the College will request a quotation from one or more preferred suppliers and allocate work as necessary.

The duration of the agreement shall be for a three year period on a 2+1 basis.

Suppliers must be able to provide all three lots within the specification to participate in the tender. Sub-contracting is acceptable however you must state which aspects are sub-contracted and to whom.

**II.1.6. CPV code(s)**

79800000 Printing and related services, 79822500 Graphic design 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: yes

Tenders may be submitted for all lots

**II.1.9. Information about variants**

Variants will be accepted: yes

**II.2. Scope of the procurement**

**II.2.1. Total quantity or scope**

**II.2.2. Information about options**

**II.2.3. Information about renewals**

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

Start 1.6.2012. Completion 29.5.2015

Information about lots

Lot No: 1

Lot title: Creative Direction

**1) Short description**

Although the design aspect of promotional collateral is important, creative direction is key to

positioning the College in a positive way. As required by the business, we expect preferred suppliers to initiate and stimulate creative ideas for promotional campaigns and collateral. We also envisage this service supporting copywriting in order to effectively position our services within the marketplace.

- 2) CPV code(s)**  
79800000 Printing and related services
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 2

Lot title: Creative Design

- 1) Short description**  
We are striving to achieve a clean, professional and engaging look to promotional collateral targeted to the appropriate customer group. The design service will be required for a range of collateral such as:  
Flyers, posters, leaflets etc. Please note, to minimise time, we would expect the preferred supplier to produce a template which can be used for posters etc.  
Course guides.  
Display & presentation material such as banners & conference displays.  
Corporate stationery such as letterheads, business cards, etc.  
Website/other multimedia graphics.
- 2) CPV code(s)**  
79800000 Printing and related services
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 3

Lot title: Print

- 1) Short description**  
As well as standard print items, preferred suppliers must have the ability to source, design and print a wide range of marketing collateral such as:  
Banners, conference displays etc.  
Promotional items such as pens, key rings etc.
- 2) CPV code(s)**  
79800000 Printing and related services
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

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### **Section III: Legal, economic, financial and technical information**

### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

See conditions of contract.

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

See conditions of contract.

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

See conditions of contract.

#### **III.1.4. Contract performance conditions**

### **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: Information and formalities necessary for evaluating if the requirements are met: Health and safety policy.

Equal opportunities policy.

Quality management system.

Environmental policy.

Employers liability insurance cover to 10 000 000 GBP.

Public liability insurance cover to 5 000 000 GBP.

#### **III.2.2. Economic and financial ability**

List and brief description of conditions: Information and formalities necessary for evaluating if the requirements are met: Previous 3 years accounts.

#### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Information and formalities necessary for evaluating if the requirements are met:

See conditions of contract and/or pre-qualification questionnaire.

#### **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**

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### **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**

CC/2012/1046

**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: 12.4.2012

Payable documents: no

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

13.4.2012

**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 months: 6 (from the date stated for receipt of tender)

**IV.3.8. Conditions for opening of tenders**

Date: 13.4.2012

Persons authorised to be present at the opening of tenders: no

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 3 years

**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**

Official name: see V1.4.2

**Body responsible for mediation procedures**

Official name: see V1.4.2

**VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Chesterfield College will incorporate a minimum 10 calendar days standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the College before the contract is entered into. Applicants have 5 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 2 working days before the expiry of the standstill period. Such additional should be requested from the named contact point at I.1. If an appeal regarding the award of a contract has not been 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 a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months). Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into, the Court may only award damages.

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

Official name: see v1.4.2

**VI.5. Date of dispatch of this notice**

2.3.2012