

United Kingdom-Newcastle-under-Lyme: Printing and distribution services

OJ S 76/2019 17/04/2019

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Newcastle-under-Lyme Borough Council

Postal address: Castle House, Barracks Road

Town: Newcastle-under-Lyme

NUTS code: UKG West Midlands (England)

Postal code: ST5 1BL

Country: United Kingdom

Contact person: Andrew Bird — Head of Recycling and Waste

E-mail: andrew.bird@newcastle-staffs.gov.uk

Telephone: +44 1782717717

Fax: +44 1782711032

Internet address(es):Main address: <http://www.newcastle-staffs.gov.uk/>Address of the buyer profile: https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA0592**I.1. Name and addresses**

Official name: Lichfield District Council

Town: Lichfield

NUTS code: UKG West Midlands (England)

Country: United Kingdom

E-mail: procurement@lichfielddc.gov.uk**Internet address(es):**Main address: www.lichfielddc.gov.uk/Home.aspx**I.1. Name and addresses**

Official name: Tamworth Borough Council

Town: Tamworth

NUTS code: UKG West Midlands (England)

Postal code: B79 7BZ

Country: United Kingdom

E-mail: procurement@tamworth.gov.uk**Internet address(es):**Main address: <https://www.tamworth.gov.uk/>**I.1. Name and addresses**

Official name: East Staffordshire Borough Council

Town: East Staffordshire

NUTS code: UKG West Midlands (England)

Country: United Kingdom

E-mail: procurement@eaststaffsbc.gov.uk

Internet address(es):

Main address: <http://www.eaststaffsbc.gov.uk/>

I.1. Name and addresses

Official name: South Staffordshire Council

Town: Codsall

NUTS code: UKG West Midlands (England)

Country: United Kingdom

E-mail: procurement@sstaffs.gov.uk

Internet address(es):

Main address: <https://www.sstaffs.gov.uk/>

I.1. Name and addresses

Official name: Borough Council of Newcastle-under-Lyme

Town: Newcastle-under-Lyme

NUTS code: UKG West Midlands (England)

Country: United Kingdom

E-mail: andrew.bird@newcastle-staffs.gov.uk

Internet address(es):

Main address: <https://www.newcastle-staffs.gov.uk/>

I.2. Information about joint procurement

The contract involves joint procurement

In the case of joint procurement involving different countries, state applicable national procurement law:

Newcastle-under-Lyme Borough Council.

Tamworth Borough Council.

Lichfield District Council.

East Staffordshire Borough Council.

South Staffordshire Council.

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: www.mytenders.co.uk

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: www.mytenders.co.uk

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: www.mytenders.co.uk

I.4. Type of the contracting authority

Regional or local authority

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

II.1.2. Main CPV code

79824000 Printing and distribution services

II.1.3. Type of contract

Services

II.1.4. Short description

Collaborating Councils are seeking a provider for the following goods and services:
— permit stickers.

For each of its relevant customer the Council's require the following:

1) A5 high tack sticker (weather and scratch proof) to be printed with customer address, ref number and artwork as supplied by the Contracting Authorities, with instructions for customers printed on reverse of the sticker — as supplied by the Contracting Authorities.

Further details can be found in the invitation to tender documents.

II.1.5. Estimated total value

Value excluding VAT: 300 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

79824000 Printing and distribution services

II.2.3. Place of performance

NUTS code: UKG West Midlands (England)

Main site or place of performance: Newcastle-under-Lyme, Lichfield, Tamworth, East Staffordshire, South Staffordshire.

II.2.4. Description of the procurement

Collaborating Councils are seeking a provider for the following goods and services:
— permit stickers.

For each of its relevant customer the Council's require the following:

1) A5 high tack sticker (weather and scratch proof) to be printed with customer address, ref. number and artwork as supplied by the Contracting Authorities, with instructions for customers printed on reverse of the sticker — as supplied by the Contracting Authorities;

2) C5 window envelope with artwork as supplied by the Contracting Authorities and franking mark for postage;

3) A4 covering welcome letter to be printed with artwork supplied by the Contracting Authorities. The letter is a standard format and is not personalised;

4) 2nd class postage to each address;

5) All the above to be carried out on a daily basis. Each delivery of service will issue stickers for address data uploaded from each Council;

6) Additional pick and pack may be scheduled by request of the Contracting Authorities.

Cloud portal:

7) Cloud management system required to manage customer garden bin stickers;

8) The Contracting Authorities to upload customer addresses (Excel Spreadsheet) on a weekly basis to a Cloud Portal;

- 9) Cloud Portal to feature SSL Certificate and Encryption for when addresses are uploaded by Contracting Authorities;
- 10) Password protection with secure database storage and user update logging;
- 11) Contracting Authorities staff to have access to cloud portal to monitor “live” progress of customers permits — showing dispatch or print queue status;
- 12) Contracting Authorities call-centre staff to have “read only” access to portal to answer customer queries;
- 13) Contracting Authorities do want to list all the information they require on the system for a belt and braces approach i.e. address, permit number, date of printing and postage, etc.;
- 14) Contracting Authorities waste team to have edit access to portal;
- 15) Monthly reports/invoicing;
- 16) Process to address complaints of non-receipt of permits.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 36

This contract is subject to renewal: no

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

III.2. Conditions related to the contract

III.2.2. Contract performance conditions

Contained within the invitation to tender documents.

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

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

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.1. Previous publication concerning this procedure

Notice number in the OJ S: [2018/S 214-490485](#)

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 17/05/2019 Local time: 17:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 31/10/2019

IV.2.7. Conditions for opening of tenders

Date: 20/05/2019 Local time: 12:00

Place:

The Borough Council of Newcastle-under-Lyme.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about electronic workflows

Electronic payment will be used

VI.3. Additional information

Note: To register your interest in this notice and obtain any additional information please visit the myTenders website at https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=214601

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at https://www.mytenders.co.uk/sitehelp/help_guides.aspx Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems. (MT Ref:214601)

VI.4. Procedures for review

VI.4.1. Review body

Official name: Newcastle-under-Lyme Borough Council

Postal address: Castle House, Barracks Road

Town: Newcastle-under-Lyme

Postal code: ST5 1BL

Country: United Kingdom
Telephone: +44 1782717717
Fax: +44 1782711032
Internet address: <http://www.newcastle-staffs.gov.uk/>

VI.5. Date of dispatch of this notice

16/04/2019