

**United Kingdom-Bangor: Printed matter and related products**

OJ S 229/2014 27/11/2014

Contract notice

Services

**Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: North Down Borough Council

Postal address: Town Hall, The Castle

Town: Bangor

Postal code: BT20 4BT

Country: United Kingdom

For the attention of: Stephen Brennan

E-mail: [procurement@northdown.gov.uk](mailto:procurement@northdown.gov.uk)

Telephone: +44 2891270371

**Internet address(es):**General address of the contracting authority: [www.northdown.gov.uk](http://www.northdown.gov.uk)Electronic submission of tenders and requests to participate: <https://e-sourcingni.bravosolution.co.uk>[bravosolution.co.uk](https://e-sourcingni.bravosolution.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: 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**

North Down and Ards District Council Tender for Printing Services.

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

Services

Service category No 15: Publishing and printing services on a fee or contract basis

Main site or place of performance: North Down and Ards District.

NUTS code UKN03 East of Northern Ireland,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

The notice involves a public contract

#### **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: 3

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

Estimated value excluding VAT:

Range: between 135 000 and 405 000 GBP

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

North Down and Ards District Council has a wide and varied range of print requirements. These include, but are not limited to, booklets, newsletters, letterhead, folders and business cards. The current annual spend for North Down Borough Council has been on average 60 000 GBP and the spend for Ards Borough Council has been estimated at 75 000 GBP and there is an on-going review of budgets moving into the new council structure. There is no absolute commitment by the Council to spend these volumes and therefore the figures given are for guidance only. This Contract will operate as a Framework Agreement.

The Council will appoint a minimum of 3 companies and a maximum of 5 companies. The companies will be ranked 1, 2, 3 and so on after formal evaluation. Commissions will be offered to the company ranked 1. Companies 2, 3 and so on will be offered commissions in the event of the preferred organisation not having the capacity to deliver the goods within the required time-frame.

The Council will hold the discretion that for orders with a value of 5 000 GBP+ a mini competition may be held and all companies on the framework will be approached to quote for that particular piece of work.

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

22000000 Printed matter and related products, 79810000 Printing 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: no

#### **II.1.9. Information about variants**

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

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

The contract shall be for a period of 12 months, from 1.4.2015, with the option to extend for a further period of 2 x 12 month periods, subject to a formal review of performance by Council and the written agreement of both parties.

#### **II.2.2. Information about options**

#### **II.2.3. Information about renewals**

This contract is subject to renewal: yes

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

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

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### **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**

### **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 detailed in the tender documentation.

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

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

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

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

List and brief description of conditions:

As detailed in the tender documentation.

Minimum level(s) of standards possibly required:

As detailed 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**

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

## **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**

Envisaged minimum number 3: and Maximum number 5

Objective criteria for choosing the limited number of candidates: As detailed in the tender documentation.

#### **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**

##### **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: 15.1.2015 - 15:00

Payable documents: no

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

15.1.2015 - 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**

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

#### **Section VI: Complementary information**

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##### **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**

Suppliers Instructions How to Express Interest in this Tender~:

1. Register your company on the eSourcing portal (this is only required once): <https://e-sourcingni.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 user-name 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 user-name/password — Click the 'PQQs/ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) — Click on the relevant PQQ/ITT to access the content. — Click the 'Express Interest' button at the top of the page. — This will move the PQQ/ITT into your 'My PQQs/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 'PQQ/ITT Details' box;

3. Responding to the tender — Click 'My Response' under 'PQQ/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 on-screen instructions to complete the PQQ /ITT — There may be a mixture of on-line and off-line actions for you to perform (there is detailed on-line 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 on-line help, or contact the eTendering help desk.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: North Down Borough Council

E-mail: [info@northdown.gov.uk](mailto:info@northdown.gov.uk)

Internet address: [www.northdown.gov.uk](http://www.northdown.gov.uk)

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The Council will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. 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).

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

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

25.11.2014