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Tender

## **CST056 Print Services DPS**

Derbyshire County Council

F02: Contract notice

Notice identifier: 2022/S 000-003887

Procurement identifier (OCID): ocds-h6vhtk-005596-integration

Published 19 April 2022, 10:44am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Derbyshire County Council

Derbyshire County Council, Procurement & Systems, County Hall

Matlock

DE4 3AG

#### **Contact**

Mrs Julia Apperley

#### **Email**

[julia.apperley@derbyshire.gov.uk](mailto:julia.apperley@derbyshire.gov.uk)

#### **Telephone**

+44 1629536854

#### **Country**

United Kingdom

**NUTS code**

UKF1 - Derbyshire and Nottinghamshire

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://procontract-ufe.due-north.com/Advert/Index?advertId=3c1356cf-c0bf-ec11-811a-005056b67e9c>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract-ufe.due-north.com/Advert/Index?advertId=3c1356cf-c0bf-ec11-811a-005056b67e9c>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

Other activity

Local authority

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

CST056 Print Services DPS

Reference number

DN6172053

#### **II.1.2) Main CPV code**

- 22000000 - Printed matter and related products

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

This is for the provision of a DPS for Print Services

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

#### **II.2.1) Title**

Print Services DPS - Standard Prinr

Lot No

1

#### **II.2.2) Additional CPV code(s)**

- 22000000 - Printed matter and related products

#### **II.2.3) Place of performance**

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire

#### **II.2.4) Description of the procurement**

This category covers printing and delivery of materials including posters, leaflets, booklets or brochures, flyers, stationery, NCR forms, on any of the following: SRA1/B1, SRA2/B2 or SRA3/B3 sheet fed litho presses, digital presses.

Examples include (but not limited to):

- A4 / A5 / 99 x 210mm brochures, leaflets or flyers
- A4/A3/A2/A1 posters
- Oversize A4 / A5 pocket folders
- Forms, NCR pads, headed paper, compliment slips, business cards, envelopes, receipt books
- Documents, council meeting papers and agendas\*, reports

\*Where printed materials are subject to statutory timing requiring same-day or 24-hour turnaround, the selection criteria will include the supplier's proximity to the buying authority and speed of delivery service offered.

Suppliers shall ensure printed products supplied under the Framework meet the mandatory minimum standards set out by the Government buying Standards

[www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-paper-and-paper-products](http://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-paper-and-paper-products)

#### **II.2.5) Award criteria**

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

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

Duration in months

60

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) Description**

#### **II.2.1) Title**

Print Services DPS - High Volume Commercial Print

Lot No

2

#### **II.2.2) Additional CPV code(s)**

- 22000000 - Printed matter and related products

#### **II.2.3) Place of performance**

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire

#### **II.2.4) Description of the procurement**

This category covers printing and delivery of materials including high volume leaflets, booklets or brochures, on any of the following: SRA1/B1 cut stars, web-offset presses, reel digital presses.

Examples include (but not limited to):

- A4 / A5 multi page brochures, door drops, school menus

Suppliers shall ensure printed products supplied under the Framework meet the mandatory minimum standards set out by the Government buying Standards

[www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-paper-and-paper-products](http://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-paper-and-paper-products)

#### **II.2.5) Award criteria**

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

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

Duration in months

60

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) Description**

#### **II.2.1) Title**

Print Services DPS - Door Drop & Leaflet Distribution only

Lot No

3

#### **II.2.2) Additional CPV code(s)**

- 22000000 - Printed matter and related products

### **II.2.3) Place of performance**

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire

### **II.2.4) Description of the procurement**

- Lot 3 Door drop & leaflet distribution only

This category covers door drop county distribution for 3 x main publications of 'Our Derbyshire', and regionalised distribution requirements for specific Council leaflets within the County.

Examples include (but not limited to):

- Door drop – xxxxx
- Leaflet - xxxxx

Please note - all printed elements for Lot 3 will be provided via Lot 2 of this Framework.

### **II.2.5) Award criteria**

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

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

Duration in months

60

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) Description**

#### **II.2.1) Title**

Print Services DPS - Direct Mail

Lot No

4

#### **II.2.2) Additional CPV code(s)**

- 22000000 - Printed matter and related products

#### **II.2.3) Place of performance**

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire

#### **II.2.4) Description of the procurement**

Direct Mail Services

This category covers distribution and or preparing mailings for delivery by DSA providers or Royal Mail.

Examples include (but not limited to):

- Personalisation and mailing – e.g. printing, collating and match-mailing varying documents, personalised letter(s) and printed reply envelopes and stuffing in envelopes. Apply mail-sort order and bag to royal-mail requirements to attract optimal postal discounts, ensuring the Councils post account is used at the correct, required, class.

The Council has an in-house Corporate Mail facility that will always be the first port of call for items under this Lot; however, the Council will periodically have a requirement for external providers of postal services to supplement the in-house provision.

## **II.2.5) Award criteria**

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

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

Duration in months

60

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) Description**

## **II.2.1) Title**

Print Services DPS - Envelopes

Lot No

5

## **II.2.2) Additional CPV code(s)**

- 22000000 - Printed matter and related products

## **II.2.3) Place of performance**

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire

#### **II.2.4) Description of the procurement**

Envelopes

This category covers printing and production of envelopes:

Examples include (but not limited to):

- C4 / C5 / DL - pocket, wallet, window, non-window, gummed, opaque

Suppliers shall ensure printed products supplied under the Framework meet the mandatory minimum standards set out by the Government buying Standards

[www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-paper-and-paper-products](http://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-paper-and-paper-products)

#### **II.2.5) Award criteria**

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

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

Duration in months

60

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) Description**

### **II.2.1) Title**

Print Services DPS - Fulfilment - Pick and Pack for Distribution

Lot No

6

### **II.2.2) Additional CPV code(s)**

- 22000000 - Printed matter and related products

### **II.2.3) Place of performance**

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire

### **II.2.4) Description of the procurement**

Fulfilment – Pick & Pack Distribution

This category covers collation of set products, based on varying data supplied, to be package accordingly for distribution:

Examples include (but not limited to):

- A5 school menu, with another item (e.g. sticker sheet) to be collated in varying volumes dependant on the size of the school.

### **II.2.5) Award criteria**

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

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

Duration in months

60

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) Description**

## **II.2.1) Title**

Print Services DPS (Print & Distribution) Business Continuity & Disaster Recovery - Security /confidential Printing

Lot No

7

## **II.2.2) Additional CPV code(s)**

- 22000000 - Printed matter and related products

## **II.2.3) Place of performance**

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire

## **II.2.4) Description of the procurement**

Business Continuity & Disaster Recovery – Standard & Security

Printing / Confidential Print

This category covers all secure and confidential printing for the Council and its partners and includes:

Examples include (but not limited to):

- Payroll, P60's, Statements, Pension Payslips & Statements etc.

- Confidential service reports, confidential statement of cases (investigation into staff), contracts for Commercial Services, Surveyors reports for planning, Democratic – agendas, audits, EMT/CMT, Cabinet reports
- Mail merges (i.e. admissions letters for schools)

Where printed materials are subject to statutory timing requiring same-day or 24-hour turnaround, the selection criteria will include the supplier's proximity to the buying authority and speed of delivery service offered.

All suppliers for Lot 7 must have ISO 9001 & ISO27001. All production must be completed on-premises within the Company and no 3rd party involvement. There must be facilities for DCC employees to be on company premises during production for checking & verification purposes. All companies must have their own BC & DR policies in place and annually tested.

#### **II.2.5) Award criteria**

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

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

Duration in months

60

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) Description**

### **II.2.1) Title**

Print Services DPS (Large Format & Promotional Products) - Branded Promotional Products, Specialist Printing

Lot No

8

### **II.2.2) Additional CPV code(s)**

- 22000000 - Printed matter and related products

### **II.2.3) Place of performance**

NUTS codes

- UKF - East Midlands (England)

### **II.2.4) Description of the procurement**

Large format, Signage, Display & POS Printing

This category covers the production of large posters, signage, display boards & POS.

Examples include (but not limited to):

- A2 – A0 size 4 colour inkjets onto satin photo paper 170gsm mounted on 3mm – 5mm Foamex board.
- Large format display stands.
- Signage\*, lamp-post banners, outdoor advertising, buildings and livery
- Pop up’/Pull up’ display stands
- Large and small format vinyl print and affixing, including PVC banners printed 4 colour, hemming and eye-letting, for indoor and outdoor use
- Vehicle livery
- Point of sale merchandise, promotional products, promotional items, promotional gifts, branded merchandise items are high-impact, low-cost items that are printed with a company logo, contact details or straplines to help accentuate a marketing campaign or

amplify a giveaway promoting a brand, product or event.

\*For signage and livery; where site visits and on-site measurements are required, this will be requested through quote process and any travel expenses should be quoted within the price estimate

#### **II.2.5) Award criteria**

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

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

Duration in months

60

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) Description**

#### **II.2.1) Title**

Print Services DPS (Scanning) Scanning - Questionnaires, photos, plans, maps etc.

Lot No

9

#### **II.2.2) Additional CPV code(s)**

- 22000000 - Printed matter and related products

### **II.2.3) Place of performance**

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire

### **II.2.4) Description of the procurement**

Scanning - Questionnaires, micro fiche, photos, plans, maps etc.

This category covers scanning of various documents, differing substrates and sizes (predominantly A4, minimal A3) with defined metadata for the file to be saved securely:

Examples include (but not limited to):

- Landmark reports with attached photos, plans, maps
- Questionnaires with character recognition but attention to detail on checking output against actual.

All suppliers for Lot 9 must have ISO 9001 & ISO27001. All production must be completed on-premises within the Company and no 3rd party involvement. There must be facilities for DCC employees to be on company premises during production for checking & verification purposes. All companies must have their own BC & DR policies in place and annually tested.

### **II.2.5) Award criteria**

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

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

Duration in months

60

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) Description**

## **II.2.1) Title**

Print Services DPS (Scanning) Business Continuity & Disaster Recovery - Response handling/digital mail room

Lot No

10

## **II.2.2) Additional CPV code(s)**

- 22000000 - Printed matter and related products

## **II.2.3) Place of performance**

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire

## **II.2.4) Description of the procurement**

Business Continuity & Disaster Recovery - Response handling /

digital mail room.

This category covers all secure and confidential incoming mail for the Council and its partners for digitising of various documents, differing substrates and sizes (predominantly A4, minimal A3) with defined metadata for the file to be saved securely::

Examples include (but not limited to):

- Legal / HR responses
- Adult & Childrens Care cases

All suppliers for Lot 10 must have ISO 9001 & ISO27001. All production must be completed on-premises within the Company and no 3rd party involvement. There must be facilities for DCC employees to be on company premises during production for checking & verification purposes. All companies must have their own BC & DR policies in place and annually tested.

#### **II.2.5) Award criteria**

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

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

Duration in months

60

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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

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

The procurement involves the setting up of a dynamic purchasing system

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

The procurement is covered by the Government Procurement Agreement: No

## **IV.2) Administrative information**

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

Date

29 November 2027

Local time

4:00pm

#### **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**

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

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

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

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

Derbyshire County Council

County Hall

Matlock

DE4 3AG

Country

United Kingdom