

UK-Northampton: printing services

2010/S 12-015404

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

Northamptonshire County Council (NCC), County Hall, George Row, Attn: Francesca Robinson, Northampton NN1 1AN , UNITED KINGDOM. Tel. +44 1604237788. E-mail: frobinson@northamptonshire.gov.uk. Fax +44 1604237158.

Internet address(es):

General address of the contracting authority: <https://ncc.bravosolution.co.uk>.

Further information can be obtained at: Northamptonshire County Council, PO Box 93, Northampton NN1 1AN , UNITED KINGDOM. URL: <https://ncc.bravosolution.co.uk>.

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s).

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s).

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Regional or local authority.

General public services.

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:

Print & Design Service.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 15.

Main place of performance: Northamptonshire County Council & Northamptonshire Police. Northamptonshire County Council is also part of a proposed Local Government Shared Services Scheme with Cambridge County Council and Slough Borough Council, and whilst both of these Councils have existing contracts in place they may choose to participate in the future should the Local Government Shared Scheme proceed. Northamptonshire County Council also works closely with the seven Districts and Boroughs of the County and may wish to use the Print and Design Service from time to time.

NUTS code: UK.

II.1.3) The notice involves:

A public contract.

II.1.4) Information on framework agreement:

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

Northamptonshire County Council and Northamptonshire Police (Authorities) require a One-Stop Shop single service provider who can fulfil the needs of the authorities for providing both a print and design services. It is expected that the experienced of the preferred bidder will propose a totally new, imaginative but sustainable business model that fits the needs of the participating authorities. The key stake holders for the participating authorities are: communications and marketing division who require a full design service for both online campaigns and high quality colour productions; Democratic Support Services who require timetabled, short run but immediate turn around reprographics; and the Service Areas whom require a mixture of reprographic, print and basic design services for low specification brochures and pamphlets. The solution will provide a responsive service focused on cost reduction, quality, improved workflows and a proven reduction of the participating Authorities impact on the environment.

II.1.6) **Common procurement vocabulary (CPV):**

79810000, 79822500.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

No.

II.1.8) **Division into lots:**

No.

II.1.9) **Variants will be accepted:**

No.

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

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

One stop shop for all Print & Design Services at estimated spend of 1 200 000 GBP per annum.

The estimated values of the project are:

Northamptonshire County Council:

Print Spend 650 000 GBP per annum.

Design Spend 300 000 GBP per annum.

Northamptonshire Police.

Print Spend 200 000 GBP per annum.

Design Spend 50 000 GBP per annum.

Estimated value excluding VAT: 3 600 000 GBP.

II.2.2) **Options:**

Yes.

Description of these options: The Contract will be for a period from 3 years and will have option to extend the contract up to a further 12 months at the individual Authorities discretion.

Provisional timetable for recourse to these options: in months: 12 (from the award of the contract).

Number of possible renewals: 2.

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

Starting: 2.8.2010. Completion: 1.8.2013.

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING TO THE CONTRACT**

III.1.1) **Deposits and guarantees required:**

Parent company guarantee and or performance bond may be required and will be in the form provided by the individual authorities.

- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**
- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**
Economic Operators will be automatically excluded if they have been found guilty of bribery and corruption offences, organised crime or fraud.
- III.1.4) **Other particular conditions to which the performance of the contract is subject:**
- III.2) **CONDITIONS FOR PARTICIPATION**
- III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**
Information and formalities necessary for evaluating if requirements are met: 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://ncc.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 "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 in the "actions" box on the left-hand side 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 the "Settings and Buyer Attachments" in the "Actions" box
3. Responding to the tender - You can now choose to "Reply" or "Reject" (please give a reason if rejecting) - 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 PQQ/ ITT - There may be a mixture of online and offline actions for you to perform (there is detailed online help available) You must then publish your reply using the publish button in the "Actions" box on the left-hand side 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 capacity:**
Information and formalities necessary for evaluating if requirements are met: Refer to guidance in questionnaire.
Minimum level(s) of standards possibly required: Refer to guidance in questionnaire.
- III.2.3) **Technical capacity:**
Information and formalities necessary for evaluating if requirements are met:
Refer to guidance in questionnaire.
Minimum level(s) of standards possibly required:
Refer to guidance in questionnaire.
- III.2.4) **Reserved contracts:**
- III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**
- III.3.1) **Execution of the service is reserved to a particular profession:**
- III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

SECTION IV: PROCEDURE

- IV.1) **TYPE OF PROCEDURE**
- IV.1.1) **Type of procedure:**

Restricted.

- IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate:**
Envisaged minimum number: 6.
Objective criteria for choosing the limited number of candidates: Please refer to guidance for suppliers issued with the questionnaire.
- IV.1.3) **Reduction of the number of operators during the negotiation or dialogue:**
- IV.2) **AWARD CRITERIA**
- IV.2.1) **Award criteria:**
The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.
- IV.2.2) **An electronic auction will be used:**
No.
- IV.3) **ADMINISTRATIVE INFORMATION**
- IV.3.1) **File reference number attributed by the contracting authority:**
Project_17070.
- IV.3.2) **Previous publication(s) concerning the same contract:**
Prior information notice
Notice number in OJ: [2009/S 241-344880](#) of 26.11.2009.
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**
- IV.3.4) **Time-limit for receipt of tenders or requests to participate:**
25.2.2010 - 12:00.
- IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**
4.3.2010.
- IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**
English.
- IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**
Duration in days: 90 (from the date stated for receipt of tender).
- IV.3.8) **Conditions for opening tenders:**
Date: 8.4.2010 - 12:00.
Place: Tenders will be opened using Bravo Solutions portal at County Hall, Northampton.
Persons authorised to be present at the opening of tenders: yes.
Participating authority staff and NCC legal services staff only.

SECTION VI: COMPLEMENTARY INFORMATION

- VI.1) **THIS IS A RECURRENT PROCUREMENT:**
Yes.
Estimated timing for further notices to be published: Approximately 3 - 4 years.
- VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**
No.
- VI.3) **ADDITIONAL INFORMATION:**
The contracting authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.
- VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures:**

Paul White (Head of Shared Services and Procurement), PO Box 93, Northampton NN1 1AN , UNITED KINGDOM. E-mail: pwhite@northamptonshire.gov.uk. Tel. +44 1604236465. URL: <https://ncc.bravosolution.co.uk>. Fax +44 1604237158.

VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals: NCC will incorporate a Alcatel period at the point information on the award of the contract is communicated to tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Such additional information should be required from (Refer to address in Part 1.1). 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 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 th 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 lodging of appeals may be obtained:**

Paul White (Head of Shared Services and Procurement), PO Box 93, Northampton NN1 1AN , UNITED KINGDOM. E-mail: pwhite@northamptonshire.gov.uk. Tel. +44 1604236465. URL: <https://ncc.bravosolution.co.uk>. Fax +44 1604237158.

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

15.1.2010.