

UK-Falmer: printing services

2009/S 122-178231

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

The University of Sussex, Procurement Office, Hastings Building, Brighton, Attn: Michael Harmer/David Warner, UK-Falmer BN1 9RJ . Tel. +44 1273873946. E-mail: procurement@sussex.ac.uk. Fax +44 1273877164.

Internet address(es):

General address of the contracting authority: www.sussex.ac.uk.

Further information can be obtained at: As in above-mentioned contact point(s).

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:

Body governed by public law.

Education.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority:

UK-Brighton: printing services.

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: University of Sussex.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with several operators.

Maximum number of participants to the framework agreement envisaged: 20.

Duration of the framework agreement: Duration in year(s): 4.

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

Estimated value excluding VAT: 1 300 000 GBP.

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

Printing and related Services. Supply of short to medium run external printing and associated services to support a small in-house printing and reprographics unit at the University of Sussex.

II.1.6) Common procurement vocabulary (CPV):

79810000, 79800000.

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

No.

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

Yes.

Tenders should be submitted for: one or more lots.

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

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

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

A number of framework agreements will be let for the supply of external printing services to include. Litho, digital, large format printing, a range of finishing services, fulfillment and distribution services. The framework will be divided into two lots 1 General Printing in short to medium runs consisting of newsletters, folders, brochures, and stationery items. 2. The annual printing and distribution of under and post graduate prospectus documents. Essential requirements will be proven experience of the provision of type of printing services to the Higher Education Sector along with the ability to meet tight delivery and distribution timescales at short notice.

Service provision will also include the annual printing and distribution of under and post graduate prospectus documents.

Essential requirements of each of the agreements will be proven experience of the provision of the type of printing services to the higher education sector along with the proven ability to meet tight delivery and distribution timescales at short notice.

II.2.2) **Options:**

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

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING 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 regulating them:**

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**
Joint and several liability.

III.1.4) **Other particular conditions to which the performance of the contract is subject:**
No.

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: Qualification for tender is via a pre-qualification questionnaire which is obtainable from the Procurement Office at the above address. Completed questionnaires must be returned to the University of Sussex by noon, on the 3.8.2009.

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met: (a) appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance;
(b) the presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established;
(c) a statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last three financial years available, depending on the date on which the

undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

Names and professional qualifications of proposed staff, list of similar agreements or contracts within the HE Sector with references. Statements of technical resources, Financial records for the last three years, previous experience, manpower, equal opportunities and race relations policy, quality assurance procedures, membership of professional trade bodies.

III.2.4) **Reserved contracts:**

No.

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession:**

No.

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: 12. Maximum number: 20.

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 below:

Experience. Weighting: 30.

Quality. Weighting: 15.

Technical Merit. Weighting: 10.

Company Resources. Weighting: 20.

Price. Weighting: 10.

Delivery. Weighting: 15.

IV.2.2) **An electronic auction will be used:**

IV.3) **ADMINISTRATIVE INFORMATION**

IV.3.1) **File reference number attributed by the contracting authority:**

IV.3.2) **Previous publication(s) concerning the same contract:**

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**

Payable documents: no.

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

3.8.2009 - 12:00.

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**

14.8.2009.

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:**

IV.3.8) **Conditions for opening tenders:**

Place: The University of Sussex.

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) **THIS IS A RECURRENT PROCUREMENT:**

VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**

VI.3) **ADDITIONAL INFORMATION:**

GO reference: GO 09062618/01.

VI.4) **PROCEDURES FOR APPEAL**

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

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

VI.4.3) **Service from which information about the lodging of appeals may be obtained:**

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

26.6.2009.