



INITIAL TENDER INFORMATION

FRAMEWORK AGREEMENT

FOR

PRINTING SERVICES

Information & Instructions to Applicants

Introduction

Since October 2006 the Borough Council of King's Lynn & West Norfolk (the Council) has managed its external printing requirements through two successive Framework Agreements. The current Agreement expires on 30 September 2013 and the Council now intends to let a new Framework Agreement to provide these services. Tenders will be invited from between 15 and 30 potential suppliers and places on the Framework will be awarded to an approved list of suppliers from whom printing services will be sourced during the Framework period. The approved list is likely to contain between 8 and 12 companies.

The tender will be based on twelve lots which represent a cross section of the Council's recurring requirements. When varied requirements arise during the Framework period each member of the Framework will be sent a Request For Quote (RFQ) for each piece of work. The RFQ's will be sent electronically via email to all members of the Framework at the same time. The selection process for the Framework will be intended to produce a range a suppliers with the collective ability to provide competitive costs for individual jobs ranging from under £100 to over £20,000. We will therefore not expect every member of the Framework to respond to every RFQ. Suppliers will receive every RFQ but need only respond where the job suits their business.

Framework Duration

It is anticipated that the new Framework will commence in October 2013 and will be awarded for a maximum period of four years. There will be reviews on an annual basis to allow for: -

- a) Deletion of contractors that have performed badly or who no longer satisfy the original selection criteria.
- b) Deletion of contractors that no longer wish to be considered for Council printing work
- c) Feedback from end users on the performance of each printer used.

Volumes of business

In the period October 2011 to September 2012 the Council spent around £85,000 on external print services. The average order value was around £2,600. As the Framework Agreement will be awarded to several suppliers it is not anticipated that the work will all go to one supplier.

Selection Process

The Pre-Qualification Questionnaire is intended to allow candidate firms to satisfy the Council that they: -

- a) are in a secure financial position
- b) comply with Health & Safety legislation
- c) can demonstrate high quality work
- d) can provide satisfactory references
- e) have the technical expertise and equipment necessary to fulfil the Council's printing requirements

If responses on a) or b) above are unsatisfactory firms will be disqualified.

It is anticipated that 15 – 30 firms will be invited to tender. This shortlist will be evaluated on the following criteria: -

- 1) Financial Standing - Firms must supply all of the accounting information requested in the PQQ. This information together with some from other sources, such as credit reference checks, will be used to assess the applicants' financial standing. Consistent loss making trading, negative balance sheets, poor credit rating, turnover under £0.5m or combinations of these may lead to disqualification. Firms that have poor standing of their own but have a parent company of good standing which is prepared to provide a Parent Company Guarantee may still be considered.
- 2) Health & Safety – Our internal Health & Welfare Advisor will assess the responses to the Health & Safety section of the PQQ. He will score each response out of 10 according to his assessment of how well the response demonstrates the firm's understanding of their H&S responsibilities and their compliance with legislation. Firms scoring 4 or less will be disqualified.
- 3) Quality – 55%
 - a) Our assessment panel will examine samples of work submitted and score these samples out of 35 according to the quality appearance and the range of capabilities demonstrated. Firms should submit a maximum of 8 sample items and these should demonstrate as broad a range of services as possible.
 - b) A questionnaire will be sent to the three referees supplied in the PQQ. The responses to these questionnaires will contribute a further 15 marks to this section
 - c) The answers provided to Question 5 in the PQQ will be scored out of 5 to complete the Quality score
- 4) Technical – 40%
 - a) Our assessment panel will award 5% each based on the answers to Questions 2.3 and 2.9/2.10 in the PQQ.
 - b) Our assessment panel will award 10% based on the answers to Questions 2.4 in the PQQ
 - c) The remaining 20% will be awarded based on answers to Question 2.5 in the PQQ as this covers areas of our current framework where we have a shortage of suppliers. Of this, 10% will be for answer A and 5% each for answers B & C.
- 5) General Information – 5%

5% will be awarded to all firms that provide full answers to all of the general information requested. This includes providing copies of company registration, insurance certificates, VAT numbers, full names of Directors and a signature on the Declaration at the end of the form.

PLEASE NOTE THAT THE ABOVE CRITERIA WILL BE ASSESSED SOLELY ON THE INFORMATION THAT YOU SUPPLY IN THE QUESTIONNAIRE AND ATTACHED DOCUMENTS. IT IS THEREFORE ESSENTIAL THAT YOU ANSWER ALL QUESTIONS AS FULLY AS POSSIBLE. IF YOU HAVE DONE BUSINESS WITH THIS AUTHORITY PREVIOUSLY, DO NOT ASSUME THAT WE ALREADY HAVE CERTAIN

INFORMATION. IF YOU DO NOT INCLUDE SOMETHING IT MAY REDUCE YOUR CHANCES OF BEING SHORTLISTED.

Queries

Any queries regarding the shortlisting process or the proposed framework should be sent to: - Tony Hague
Purchasing Officer
E-mail: tony.hague@west-norfolk.gov.uk

Any queries that may have a material effect on the selection process will be circulated to all interested parties along with the council's response. Queries received less than seven days before the closing date may not be answered. If a query gives rise to the need for an amendment to the questionnaire an extension to the closing date may be made, in which case all parties will be notified simultaneously.

Submission of Questionnaires

The questionnaire, together with all requested attachments and samples, must be returned to Tony Hague by the deadline given, and at the address shown, on the final page of the questionnaire.

The Council may, after analysis of the questionnaires, seek clarification of any points that it deems necessary with any applicant company.

Invitations to Tender

It is anticipated that, due to the time necessary to follow up references, invitations to tender will be sent to shortlisted firms around 3 to 4 weeks after the closing date for submissions of the Pre-Qualification Questionnaires. Unsuccessful applicants will be informed simultaneously.