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# The design and printing of Sevenoaks District Council’s ‘In Shape’ magazine

# 1 Contents and general information

16 May 2022

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	* List of current contracts
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4 Appendix

* + Draft contract (for information only)

Previous issue of the Council’s ‘In Shape’ magazine can be viewed via this link [www.sevenoaks.gov.uk/inshape](http://www.sevenoaks.gov.uk/inshape).

## 1 General information, estimated contract value and the process of appointing a contractor

### Contract background

* 1. Sevenoaks District Council invites tenders for the preparation, design and printing of 57,000 copies of its magazine (called In Shape) and the delivery to the three distribution ‘drop off’ points.
	2. The Council’s magazine will be published up to four times a year. Each issue will be printed in full colour using a four colour process on 24, A4 pages.
	3. The contract will be for a period of two years and may be extended by two further years at the Council’s discretion. Due to the possibility of rising print costs in the coming months and year, there will be an annual review of the printing costs.
	4. The tender will be divided into 2 lots: Lot 1 is for Environmentally Friendly Paper and Lot 2 is for Carbon Neutral Paper. Tenderers can bid for Lot 1 only, Lot 2 only or both Lots 1 & 2. However bids for Lot 1 will only be compared to other bids for Lot 1 and bids for Lot 2 will only be compared to other bids for Lot 2. There will be no comparison of Lots 1 & 2 combined. The Council only intends to award one lot and reserves its right to select which one at a later stage in the process.

### The process for appointing a contractor for In Shape

* 1. The tender process will be in two stages.

### Stage One

* 1. Stage One involves interested parties completing the **tender submission** and **submitting one example** of their work that their company designed and was responsible for printing.
	2. The Tender Submission will be selected and evaluated on:
* Price
* Resilience
* Understanding the requirements of local authority clients
* Environmental and Net Zero considerations
* The quality of the design of the example leaflet
	1. Tenders shall be evaluated in accordance with the Tender Evaluation Model included.

### Stage 2

* 1. Up to three companies from those who tendered will be invited to enter **Stage Two**, which involves producing visuals showing suggested layouts from three pages of a typical issue and submitting them to the Council for the final part of the evaluation process.
	2. Companies who are not successful in progressing to **Stage Two** will be advised accordingly.
	3. The following evaluation will be used to determine Stage Two of the tender:
	4. The Cabinet Member with responsibility for Communications will chair a group that will consider the visuals supplied in terms of creative design and the application of the Council’s visual identity guide in conjunction with the Tender Submission document.

**Timetable**

|  |  |  |
| --- | --- | --- |
| **Stage One**: | Deadline to submit the Tender Submission and an example of work | **12 noon on Monday 6 June 2022** |
| **Stage Two**: | Up to three companies invited to produce visuals | **From Thursday 9 June 2022** |
|  | Deadline to submit visual mock ups | **5pm on Thursday 30 June 2022** |
| **New contract begins** | Council to provide content to new supplier for Autumn issue of In Shape | **From Monday 8 August 2022** |

* 1. Should a person or company be in any doubt as to the interpretation of any part of the Tender documents, the Council’s Communication and Consultation Manager, Daniel Whitmarsh, will endeavour to answer any queries.
	2. Please contact Daniel Whitmarsh at daniel.whitmarsh@sevenoaks.gov.uk or call 01732 227414.

### Preparation and submission of the tender

* 1. It is the responsibility of tenderers to obtain for themselves, at their own expense, all information necessary for the preparation of their tenders.
	2. Information supplied by the Council (whether in these tender documents or otherwise) is supplied for general guidance in the preparation of the tenders.
	3. Tenderers must satisfy themselves by their own investigation with regard to the accuracy of any such information and no responsibility is accepted by the Council for any inaccurate information obtained by tenderers.
	4. All information supplied by the Council in connection with this invitation to tender shall be regarded as confidential by the tenderer, the Council and its advisors, except where such disclosure is necessary by the Council pursuant to the Council’s obligations under the Local Government Act 1972 and the Freedom of Information Act 2000. Tenderers should indicate if any information in their response is confidential.
	5. The tender documents are and shall remain the property of the Council and must be returned upon demand.
	6. Tenders must be submitted for the supply of the whole of the service as detailed in the Tender/Mini brief and upon the terms set out in the Contract. The Council reserves the right to accept or reject the Tender.
	7. The Tenderer must complete the Tender. They should be signed by the tenderer and submitted in the manner and by the date and time stated on page 4.
	8. The successful tenderer will be required to execute a formal Agreement (in the form annexed to the Appendix hereto) within 30 days of receiving the same. Until execution of that Agreement, the successful tender together with the Council’s written acceptance will form a binding Agreement between the Council and the tenderer.
	9. Every tender received by the Council shall be deemed to have been made subject to the terms and conditions of the tender documents unless the Council shall have previously and expressly agreed in writing to the contrary. Any alternative terms and conditions (which must be submitted in a separate form) offered on behalf of the Tenderer shall if inconsistent with the terms and conditions of the tender documents be deemed to have been rejected by the Council unless expressly accepted in writing.

### Tender submission

* 1. Please return the **Tender and one example of your work** in a sealed envelope. The envelope must **not** be marked in anyway with identifying marks, such as your name or your firm or company name. Your documents should then be sent by registered post, recorded delivery or delivered by hand to:

‘In Shape tender’

The Democratic Services Team

Sevenoaks District Council

Argyle Road

Sevenoaks

Kent TN13 1HG

**so as to arrive no later than 12 noon on Monday 6 June 2022**

* 1. The Council will not consider requests for an extension of the closing date and time specified.
	2. The Council may at its own absolute discretion extend the closing date and time specified.
	3. The Council is not obliged to accept the lowest or any tender and the Council reserves the right to accept or reject all or any part of the Tender.
	4. The tenderer is expected to keep his tender valid for acceptance for a period of 90 days from **Monday 6 June 2022**.