

Portal Contract Reference: DN372139
Internal Contract Reference: LPG5297A
Contract Title: Print and Design Services
Contract Duration: 48 months
Extensions: extension of 72 months (2+2+2)
Estimated Annual Value: £344,000
Estimated Value (including extensions): £3,400,000
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Description:

London Borough of Tower Hamlets is seeking to establish a Dynamic Purchasing System (“DPS”) for the provision of Print and Design Services. The procurement is being conducted using the restricted procedure as set out in Regulation 28 subject to the provisions set out in Regulation 34 of the Public Contract Regulations 2015.

The DPS will be divided into “Lots”.

| Lot description | LBTH Annual values | LBTH DPS value (10 years) |
|--|--------------------|---------------------------|
| § Lot 1 - Digital printing: e.g. for range of brochures, posters, folders, cards, leaflets, questionnaires and other council literature in various sizes and formats; direct marketing materials and any other items | 40,000 | 400,000 |
| § Lot 2 - Mailing and fulfilment: e.g. Mailing services or door-to-door distribution for direct marketing materials (e.g. brochures, publications or accompanying letters to select resident addresses); or preparing mail for delivery by Royal Mail and other delivery providers | 25,000 | 250,000 |
| § Lot 3 - Large format, including print for outdoor advertising: e.g. large format posters, external banners, internal and external signage | 14,000 | 140,000 |
| § Lot 4 - Lithographic printing: e.g. for a range of brochures, posters, folders, cards, leaflets, questionnaires and other council literature in various sizes and formats; direct marketing materials and any other items) | 115,000 | 1,150,000 |
| § Lot 5 - NCR (no-carbon-required) printing: e.g. NCR pads and forms | 10,000 | 100,000 |
| § Lot 6 - Offset printing: e.g. for magazines, brochures, supplements and other items | 5,000 | 50,000 |
| § Lot 7 - Creative and Pre-press Services (including design): e.g. design for adverts, booklets, brochures, style guides, diagrams and charts, direct marketing, leaflets and flyers, event/exhibition work, posters, pop-up displays, folders, newsletters, photography/sourcing images, promotional items, stationery, illustrations, logos and branding | 40,000 | 400,000 |
| § Lot 8 - General stationery printing: e.g. business cards, compliment slips and other day-to-day printed stationery items | 15,000 | 150,000 |
| § Lot 9 - Secure printing: e.g. specialist printing for poll cards, ballot papers, postal vote forms and other print items with a security requirement | 5,000 | 50,000 |

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| § Lot 10 - Controlled stationery and associated products: e.g. resident and visitor parking scratch cards, parking permits, parking control pocket books, Penalty Charge Notice (PCN) rolls and PCN bags (with clear polythene front) | 5,000 | 50,000 |
| § Lot 11 - Large format display stands: e.g. pop-up display stands, roller banner stands or exhibition stands | 10,000 | 100,000 |
| § Lot 12 - Promotional branded items: e.g. branded pens, mugs, jute shopping bags, USB sticks, T-shirts and other promotional merchandise items ¹ | 60,000 | 600,000 |

Suppliers that wish to be approved to the DPS are required to complete an application by way of completing a Selection Questionnaire (“SQ”) through <https://app.panacea-software.com/towerhamlets>

All those Suppliers who satisfy the selection requirements set out in the SQ, as evaluated by the Authority, will be appointed to the DPS in the Lot(s) for which they have applied. There is no limit on the number of Suppliers that maybe appointed to a Lot. There is also no restriction on the number of lot a supplier can apply for.

Following the establishment of the DPS the Council will issue calls for competition by obtaining quotes from prices loaded on by the suppliers for specific contracts, as and when the need arises via Panacea (www.panacea-software.com/).

Additional Information:

Organisations expressing their interest are requested to **register** free of charge on the (<https://app.panacea-software.com/towerhamlets>) where the DPS questionnaire will be unrestrictedly available.

You will be required to submit an Application in the above mentioned address by way of completing the online Selection Questionnaire.

Organisations must ensure that access to the system is available to their representatives dealing with the contract and that this contact is updated as and when required.

The council will not be liable for the lack of delegated access within the organisation and will not send any documentation regarding the DPS, which shall be exclusively available through the portal.

If you require any further information prior to submit and expression of interest please contact the Council via email procurement@towerhamlets.gov.uk quoting the contract internal reference number.