**Prior Information Notice (PIN): Procurement of printing Council magazine**

**Introduction:**

This prior information notice is issued by Cambridge City Council to inform potential suppliers about an upcoming procurement opportunity for printing of the magazine for our Council tenants.

This PIN is released with the idea that those organisations that submit their information via this route will be given direct access to the tender once it is released. The opportunity will, of course, still be advertised in the normal manner, however, any company expressing an interest at this point will get an automatic email once it is live on the portal should we decide to proceed with the full tender.

Additionally, Cambridge City Council reserve the right to hold a market engagement event for interested parties. This will be decided once we are clear on the level of interest.

**Description of current thinking on the Contract outline and requirements**

The contract pertains to the printing of the ‘Open Door’ magazine for our Council tenants. This contract would be for one supplier to manage the printing process of our tenant magazine and link up with a separate supplier in order to package and post the magazine, on behalf of the resident involvement team. This contract would cover printing of the magazine and delivery of printed copies to a separate supplier without Cambridge City Council involvement.

We are seeking a supplier to print our tenant magazine three times a year over a three year-period. The supplier should have experience of carrying out a similar task for a local authority, and be able to demonstrate a working relationship with a separate supplier that fulfils packaging and postage.

**Scope of Work:**

The scope of work includes, but is not limited to:

* Print three editions of Open Door per year, in spring, summer and autumn.
* Each edition will include approximately 16 colour pages in A4 size.
* Cambridge City Council will notify the supplier a few weeks before sending the magazine to print but the actual print date will remain flexible.
* The supplier will start printing the magazine within two working days of Cambridge City Council approving their printer’s proof.
* The supplier will deliver printed copies to a separate packing and postage supplier within one week, without Cambridge City Council involvement.
* Independent communication and arrangements will take place between both suppliers to facilitate this process.

**Outline budget**

* Between £3,000-£5,000 per year

**Timeline:**

It is anticipated that the procurement process will commence in quarter two of FY24/25. The timeline for submission of proposals, evaluation, and contract award will be specified in the tender documents. However, the closing date to express an interest for this PIN is midday 17th June 2024

**Participation:**

Interested suppliers are invited to express their interest by providing the information requested in this notice. This notice serves as an early indication of the contract opportunity and does not constitute a formal tender process or offer.

**Market Consultation:**

This notice may lead to the Council conduct market consultations to gather insights and feedback from potential suppliers. Details regarding any market consultation events will be communicated in due course.

**Contact Information:**

Expressions of interest should be made by completing the requested information. Should you have any questions please send them via the portal. All questions will be anonymised and answers circulated to all interested parties.

Cambridge City Council reserves the right to modify or cancel this notice at any time. Participation in the procurement process is subject to compliance with all applicable laws and regulations.

**Next Steps**

Suppliers interested in this upcoming opportunity are asked to:

* Provide a brief outline of how you could meet the Councils needs (no more than 500 words).
* Supply the names of two references, at least one of which should demonstrate experience with a separate supplier that fulfils packaging and postage.
* Please list any publications with which you have experience that are similar to a Council tenant magazine.
* Please complete and upload the information requested by Midday midday 17th June 2024