

# Tender opportunity for Printing and Associated Services

## Information

Southend-on-Sea Borough Council is seeking proposals for the provision of Printing and Associated Services

The Tender has been structured into three Lots which are described as follows:

- LOT 1 – Multi Function, Single Function, Wide Format and High Volume Print Devices

This new contract Lot shall deliver the supply of hardware, software, service and technical support services in relation to Multi-Function Devices (MFD), Multi-Function Printers (MFP), Single-Function Printers (SFP), Large Format Printers (LFP) and Very High Volume Devices (VHV). The Council is looking to appoint 1 Supplier for this contract.

- LOT 2 – Transactional Printing and Hybrid Mail Requirements

This contract Lot shall deliver the Council's transactional print requirements and 'Hybrid' mail requirements. The Council is looking to appoint 1 Supplier for this contract.

- LOT 3 – Bespoke Print Requirements

This contract Lot shall deliver the Council's bespoke printing requirements and maximise the transition from traditional printed output to appropriate digital platforms. The Council is looking to appoint 1 Supplier for this contract.

It is anticipated that these projects be commenced by 1<sup>st</sup> November 2016.

Interested Bidders are required to register on the Due North eTendering system and complete the Suitability Questionnaire and supporting Tender Documentation as instructed in the accompanying Guidance notes.

To access and register your company on Due North, click on the following link:

<https://procurement.southend.gov.uk/southend/portal.nsf/index.htm>

Once you have registered ensure that you include the CPV codes:

30232100 - Printers and plotters

79820000 - Services related to printing

42991200 - Printing machinery

22000000 - Printed matter and related products

22458000 - Bespoke printed matter

You should then be able to search the opportunity and access the documents to complete and submit your application.

The deadline for submitting your responses to the Suitability Questionnaire and Tender Documentation is **12 noon on Friday 16<sup>th</sup> September 2016.**

If you have any queries regarding the tender, please contact the Tender Manager using the message facility in Due North. If you have any difficulties accessing Due North or any other system-related queries, please contact the support team by email: [procurementops@southend.gov.uk](mailto:procurementops@southend.gov.uk).