

The University of London

Tender for Print Services

Contract & Tender Overview

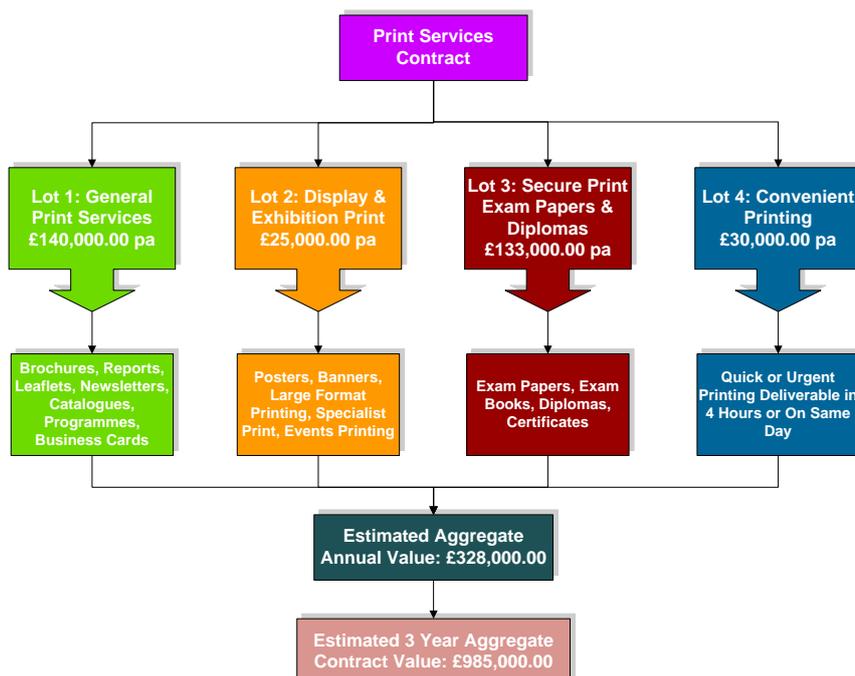
1.0 An Exciting Business Opportunity

The University of London is proud to offer a real opportunity for an experienced and suitably qualified Supplier or Suppliers to provide Print Services for the University. The Contract will be awarded by the result of a competitive tender, for a 3 year term. This document provides Suppliers with further information about the University, the Contract and the tendering process.

2.0 The University of London

The University of London was granted its charter in 1836 and is one of the oldest, largest and most diverse universities in the UK. The University of London has been a pioneering force in higher education from its early years. The London syllabus introduced many new subjects into university education, including modern languages and laboratory science. As a federal University teaching is carried by the 18 Colleges and Institutes that comprise the University; within the Colleges and Institutes we have over 120,000 students studying over 3700 courses. Not all of our students are actually located in London: some study at the University of London Institute in Paris and there are over 50,000 students studying by distance and flexible learning in 180 countries with the University of London International Academy.

Queen Elizabeth, The Queen Mother was Chancellor of the University for over a quarter of a century. In 1981 she retired and The Princess Royal was invited to become Chancellor. The University is a family of world-class institutions, collectively upholding its international reputation of academic distinction in teaching and research. The outstanding achievements of the Colleges and Institutes mean that the University of London degree continues to be internationally recognised for its quality and excellence. Additional general information about the University can be found at www.london.ac.uk.



3.0 Contract Overview

The Contract that will be awarded is for Print Services for the University of London. This includes printing of brochures, catalogues, handouts, banners, large format printing and the secure printing of student exam papers and diplomas. We are also looking for a print supplier who can provide a same day print service, for very urgent or emergency print work. The diagram at left shows the 4 service Lots that will make up the Contract, along with a description of the services and Contract values.

4.0 Bidding For 4 Lots Or 1?

In this tender Suppliers will be able to bid for all the above Lots or just 1 or 2, depending on their business skill, area of expertise and capacity. The smaller lots may be of greater interest to SMEs or social enterprise businesses, which adds value to the University. However please note that each of the 4 Lots has an individual specification and Suppliers bidding for 2 Lots (for example) would have to complete a tender response document for each Lot they are bidding for.

5.0 Lot 3: Secure Print Exam Papers & Diplomas

The University of London International Academy is a central academic body and part of the federal University of London. International Programmes was established in 1858 and has been delivering University of London programmes worldwide by flexible and distance learning since that time. Today there are over 54,000 students in 180 countries. To find out more about the University of London International Academy please visit: <https://london.ac.uk/ways-study/distance-learning>. Lot 3 Secure Print Exam Papers & Diplomas is a special contract, requiring a higher specification for the secure production and management of these items. Suppliers interested in bidding for this lot must note the key service requirements:

- Provision of print services to University of London UK and international students
- Security and confidentiality in production, storage and delivery is paramount
- Suppliers bidding for this lot will not be allowed to outsource any of the work to third party providers
- Due to the security issues with this service delivery, it is preferred that suppliers are based within the M25 – but this is not essential

This tender is for print services only. This contract will not include design services or the purchase of print equipment or consumables, including photocopiers or multi-functional devices.

6.0 Tender Overview

The University of London is advertising a tender to award a Contract for Print Services. Depending on how Suppliers choose to bid in this tender, the University could award 1 Contract or up to 4. The Supplier(s) will be awarded a Contract for a 3 year term and will become the exclusive provider for Print Services at the University of London.

- Contract Title Print Services for the University of London
- Contract Term 3 years or 36 months
- Extension Possibility to extend for a further two years, upon agreement
- Estimated Aggregate Contract Value £985,000 for the 3 year term for all Lots or as in the table below:

Lot	Contract Lot Name	3 Year Contract Value
1	General Printing Services	£420,000.00
2	Display & Exhibition Print	£75,000.00
3	Secure Print Exam Papers & Diplomas	£400,000
4	Convenient Printing	£90,000.00
	3 Year Contract Value	£985,000.00

Suppliers who are interested in bidding for this contract should ensure that they are familiar with the content of and the extent and nature of the obligations as outlined in this information document, the PQQ and its instructions and the published tender documents. In any event Suppliers will be deemed to have done so before submitting a PQQ or tender. Due to the security issues with the provision of Lot 3, suppliers interested in bidding must be based within the M25 and will not be able to deliver the service via an outsourced third party service provider.

The Contract Specification, Tender Response Document, Terms and Conditions, Form of Tender and Pricing Spreadsheets will be published in due course. Bidding Suppliers will be solely responsible for any costs and expenses incurred in connection with the preparation and submission of their Prequalification Questionnaire and subsequent tender response. Shortlisted Suppliers will be required to prepare a service delivery presentation and this presentation will be scored with the tender response. Any costs involved with the preparation of the presentation must be borne by the Supplier.

The tender will be conducted in two stages:

1. The first stage is Supplier selection, where businesses who are interested in bidding for this Contract complete a Prequalification Questionnaire or “PQQ” to assess their capability, knowledge and skill for delivering the Services. The PQQs are evaluated and scored and the highest scoring 3 Suppliers are invited to tender
2. The second stage is the tendering stage, where Suppliers review the Contract Specification, Terms and Conditions, Form of Tender and Pricing Spreadsheet and respond in a response document the way in which they will deliver the Services for the University. Suppliers will also need to complete a pricing spreadsheet indicating the prices they will charge for the Services, during the contract term

Below please see a list of key dates and activities in this tendering exercise. These dates are not expected to change but if they do, all bidding Suppliers will be notified.

#	Project Activity	Date(s)
1	Upload Contract & Tender Overview and PQQ to Contracts Finder and CompeteFor	13 July 2018
2	Supplier Engagement Day	17 July 2018
3	Deadline for submission of PQQ queries	30 July 2018
4	PQQ Return Date	2 August 2018
5	Evaluate PQQs and select 3 suppliers to shortlist	3 – 16 August 2018
6	Send out ITTs to shortlisted suppliers	17 August 2018
7	Deadline for submission of tender queries	25 September 2018
8	Tender Return Date	1 October 2018
9	Initial Tender Evaluation	2 - 16 October 2018
10	Supplier Presentations	22 - 26 October 2018
11	Supplier site visits?	TBD
12	Final Tender Evaluation	29 October - 2 November 2018
13	Select winning tender based upon highest score for price and quality	5 November 2018
14	Internal Governance Processes	6 - 13 November 2018
15	Send Provisional Award letter to the winning supplier	14 November 2018
16	Provisional award discussion with preferred supplier. Any final tender information confirmed	15 - 28 November 2018
17	Clarification meeting with supplier before signing	29 November - 3 December 2018
18	Supplier signs contract documents - copies made & retained	3 December 2018
19	Initial meeting with supplier & implementation plan details	4 - 7 December 2018
20	CONTRACT GO LIVE	4 February 2019 (TBD)
21	90 Day Implementation Review	4 May 2019
22	First Quarterly Performance Review	4 August 2019
23	Annual Strategic Review	4 February 2020

7.0 Key Aspects of this Tendering Exercise

- a. The University will award a contract to 1 supplier for all 4 Lots or to up to 4 Suppliers for multiple Lots. The Contracted Supplier(s) will be the exclusive provider(s) of Print Services to the University of London
- b. Suppliers who bid for all Lots other than Lot 3 are able to provide the services through their supply chain of service providers and their details will need to be provided in the tender response. However the ultimate responsibility for delivery of the services in line with the specification and contract terms and conditions will be held by the lead, or bidding Supplier
- c. Lot 3 Secure Print Exam Papers & Diplomas is a special contract, requiring a higher specification for the secure production and management of these items. Suppliers interested in bidding for this lot will not be able to outsource any of this work to third party providers. The Supplier must also be based within the M25 motorway.

- d. In addition to the guidance in this document Suppliers should read thoroughly the instructions in the PQQ and tender documents, when they are published. Failure to comply with these requirements for completion and submission of the PQQ and tender may result in the rejection of the Supplier's bid
- e. PQQ and tender instructions are designed to ensure that all Suppliers are given equal and fair consideration. It is important therefore that Suppliers provide all the information asked for in the format and order specified
- f. The deadline for PQQ queries is 12:00pm on 30 July 2018. PQQ queries must be made by e mail only, to procurement@london.ac.uk. Phone or written queries will not be accepted
- g. The PQQ return date is 2 August 2018 before 12:00pm. The PQQ and accounts documents must be sent to procurement@london.ac.uk. No PQQs will be considered for this procurement exercise
- h. Shortlisted suppliers will be invited to tender on 17 August 2018. At that time full tender documents including tender instructions, Specification, Terms and Conditions, Tender Response Document, Form of Tender and Pricing Spreadsheets will be sent to Suppliers by e mail
- i. The deadline for tender queries is 12:00pm on 25 September 2018. Tender queries must be made by e mail only, to procurement@london.ac.uk. Phone or written queries will not be accepted
- j. The tender return date is 1 October 2018 before 12:00pm. All tender documents must be sent to procurement@london.ac.uk. No late tenders will be considered for this procurement exercise
- k. All tenders will be evaluated on price and quality, using a weighted and scored methodology. Quality will be evaluated at 60% and price will be evaluated at 40%. The Supplier(s) with the highest scoring tenders will be awarded a Contract
- l. The PQQ and tender documents must be in the English language. All financial values within any of the submitted documentation must be provided in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided. All prices submitted must include VAT
- m. For audit purposes all queries regarding the PQQ and tender must be submitted to the University of London at Procurement@london.ac.uk. For transparency purposes each Supplier's query regarding this procurement exercise will be responded to with a copy sent to the other bidding Suppliers, if relevant
- n. Shortlisted Suppliers will be required to prepare and deliver a presentation that will be scored with the rest of the tender response. Suppliers will be provided with presentation details during the course of the tendering exercise but please note the dates allocated for presentations in the table above
- o. Suppliers need to send in 2 years of financial records along with their completed PQQ. Suppliers will also have a credit check carried out for their firm by Creditsafe and they should achieve a 60% and greater score to be considered as a financially sustainable business
- p. The University of London reserves the right to amend, add to or withdraw all or any part of this tendering exercise at any time during the procurement exercise. Notification of such an event will be provided to all Suppliers

7.0 Supplier Engagement Day

All interested Suppliers are encouraged to attend a Supplier Engagement Day that will take place after the PQQ has been published. This event will provide more information about the Contract to be awarded and Suppliers can meet the University of London Procurement and Print Services Project Team members who are working on this project. Suppliers will also have the opportunity to ask any questions they may have about the tender and Contract.

The date and time below has been allocated for the Supplier Engagement Day and Suppliers are strongly encouraged to attend; if they cannot they should send a deputy who can take notes and ask questions. Afterwards there will be no opportunity for additional, private meetings:

Tender for Print Services for the University of London
 Supplier Engagement Day
 17 July 2018
 10:00am – 12:00pm
 University of London
 The Court Room, First Floor Senate House
 Malet Street
 London
 WC1E 7HU ([Map to Senate House](#))

Suppliers please contact Stephen.regalado@london.ac.uk in the University of London Procurement Team to confirm your attendance.