

## **Framework User Guide**

# **Print and Related Services**

## **EU Tendered Framework Agreement**

**CONTRACT PERIOD 13/01/2014 TO 12/01/2017**

(Plus One Yearly Option To Extend To 12/01/2018)

**Awarded by:**



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## FOREWORD

This framework agreement has been awarded as the result of a full EU tender exercise. To ensure that you maintain the EU cover for your requirement you should follow the processes detailed within this document when engaging with suppliers on the framework agreement.

The contracting authority for this framework agreement is the Crescent Purchasing Consortium. The agreement started on the 13 January 2014 and runs for an initial 3 year period (12 January 2017) with the option to extend for a further 1 year period. Contract review meetings are held at least once a year, more where required.

The framework agreement is for the provision of **Print and Related Services**. The framework was developed because CPC members purchase a range of print and related services. CPC previously had an EU tendered framework agreement in place. This has been reasonably successful, but CPC have revised the format following feedback from members and suppliers and hope the new agreement will be even more successful.

Members have the right to utilise e-auctions during the further competition stage of the supplier selection.

## FRAMEWORK LOTS

This framework agreement has been split into 4 Lots, as per the table below.

<b>LOT No.</b>	<b>DESCRIPTION</b>
<b>LOT 1</b>	Printing
<b>LOT 2</b>	Design and Print
<b>LOT 3</b>	Large Format Colour Graphics
<b>LOT 4</b>	Neutral Vendor

### **Brief Summary of the Lot Requirements**

#### **LOT 1** Printing

This Lot includes, but is not limited to, the printing of:

- Branded Stationery
- Letterheads
- In-house magazines

- Newsletters
- Business forms
- Publicity material
- Prospectuses
- Information Packs
- Posters

## **LOT 2** Design and Print

This Lot includes, but is not limited to, the print and design of:

- Branded Stationery
- Letterheads
- In-house magazines
- Newsletters
- Business forms
- Publicity material
- Prospectuses
- Information Packs
- Posters

## **LOT 3** Large Format Colour Graphics

This Lot is for Large Format Colour Graphics and includes but is not limited to:

- Banners
- Boards
- Stands

## **LOT 4** Neutral Vendor

A neutral vendor does not provide the print service themselves but will work on behalf of the CPC member to obtain the best value service from a bank of suppliers. The suppliers might be suggested by the Neutral Vendor's supply base and/ or by the individual member preferences or the requirement advertised locally for that member. The neutral vendor would manage, control and maintain all customer facing activities directly with the member.

The contract is managed by the CPC. Please contact Adrian Davies, Contracting Manager on 0161 295 2555 or by email on [a.davies@salford.ac.uk](mailto:a.davies@salford.ac.uk) for further information.

## SUPPLIERS ON THE FRAMEWORK AGREEMENT

The suppliers that have successfully passed the selection and award stages of the tender exercise for each lot are:

Lot 1 Printing	Lot 2 Design and Print	Lot 3 Large Format Colour Graphics	Lot 4 Neutral Vendor
AGNE Ltd. t/a AlphaGraphics North East	AGNE Ltd. t/a AlphaGraphics North East	AGNE Ltd. t/a AlphaGraphics North East	Banner Managed Communication
B&B Press (Parkgate) Ltd	B&B Press (Parkgate) Ltd	Astley Signs	CDP Print Management
Belmont Press Ltd	Banner Managed Communication	Blueprint	Charles Mason & Associates Limited
Cliffe Enterprise	CDP Print Management	CDP Print Management	Cliffe Enterprise
Harcourt Litho	Corporate Document Service	FastAnt	Corporate Document Service
Latcham Direct	Harcourt Litho	Harcourt Litho	Latcham Direct
Lion FPG Ltd	Latcham Direct	Latcham Direct	PSC Systems Ltd
Regency Leisure Ltd. t/a Alphagraphics	Regency Leisure Ltd. t/a Alphagraphics	Ratcliff & Roper	Springfield Business Papers
Systematic Print Management Limited	Systematic Print Management Limited	Systematic Print Management Limited	Systematic Print Management Limited
The Printroom UK Ltd	The Printroom UK Ltd	The Printroom UK Ltd	The Printroom UK Ltd

## ENGAGING WITH SUPPLIERS ON THE FRAMEWORK AGREEMENT

### **In summary:**

There are two ways to engage with suppliers on this framework agreement:

If the prices / terms listed on the CPC website are sufficiently precise for you to clearly identify who offers the best value for money you can select the best price for your requirement from the supplier price lists published on the CPC website.

If they are not, you are required to invite all capable suppliers on the framework lot to submit pricing for your requirements. This can be done each time a requirement arises or you can award to one supplier for any duration up to the maximum contract period which is 2 years with an option to extend to four years subject to performance and mutual agreement.

## DETAIL OF EU REQUIREMENTS

Under the EU Regulations in respect of framework agreements, if there is more than one supplier, you are, at times, required to carry out a further competition exercise.

However, if you simply want to call-off some equipment / goods/ service and the terms of the contract are sufficiently precise, price list for example it would go to the provider offering the most economically advantageous offer, using the original award criteria, for that item alone, without re-opening the competition. If that provider, for any reason, could not supply the items / service required at that time, the authority would go to the provider offering the next most economically advantageous offer, and so on.

However, where the terms laid down in the framework agreement are not precise enough or complete for the particular call-off, a further or mini competition should be held, *with all those suppliers within the frameworks capable of meeting the particular need.*

- This does not mean that basic terms can be renegotiated, or that the specification used in setting up the framework can be substantively changed.
- Substantive modifications to the terms set out in the framework agreement itself are not permitted. It is more a matter of supplementing or refining the basic terms to reflect particular circumstances for the individual call-off.

Examples of such terms are:

- Particular delivery timescales
- Particular invoicing arrangements and payment profiles
- Additional security needs
- Incidental charges
- Particular associated services, e.g., installation, maintenance & training.
- Particular mixes of quality systems and rates
- Particular mixes of rates and quality
- Where the terms include a price mechanism
- Individual special terms, e.g., specific to the particular products/services that will be provided to meet a particular requirement under the framework.

Where a further or mini competition is held for a particular call-off, the contracting authority should consult in writing (invite to tender) *the providers within the framework which are capable of meeting the particular need.* **This does not necessarily mean that every provider in the framework must be included.** A framework may cover a number of different supplies or services and there is no obligation to consult those providers which had not agreed, in awarding the framework, to provide the particular supplies or services which are the subject of the call-off. Indeed, the framework may be divided into categories (lots),

each covering different supplies or services. In that case, the authority only need consult providers in the categories which cover the goods or services required.

However, there is no requirement, at this stage, to run a selection procedure, based on technical ability, financial standing, etc. This will have been carried out before the framework itself was awarded and should not be repeated at the further competition stage. The decision on who should be consulted should be made on the basis of the kinds of supplies or services required and which providers can supply them, based on their offers at the time the framework agreement itself was awarded.

Contracting authorities should:

- State the subject matter for the call-off for which tenders are being requested.
- Also state a time limit which is sufficient to enable the selected providers to submit their bids for the particular call-off.
- This time limit should take account of the complexity of the call-off and the time needed for the different tenderers to submit their bids.
- Where the authority has decided to make use of the option to hold an electronic auction for the mini competition, it must abide by the rules covering e-auctions as set out in the Directive and Regulations.
- Tenders should be submitted in writing and they should remain confidential until the time limit has expired.
- The contracting authority should award the call-off to the provider which has submitted the most economically advantageous tender *on the basis of the award criteria set in out the framework itself*, focusing on the particular requirement.
- *New award criteria should not be added*, but weighting may need to vary to reflect the particular requirement.

Source: <http://www.gov.uk>

**When carrying out a mini competition and depending on the anticipated value of the exercise, you must take into consideration your College's own financial / purchasing regulations. It is important to note that EU Law takes precedence over local financial / purchasing regulations.**

**Please see below additional guidance on conducting a mini-competition exercise.**



**TENDER EVALUATION CRITERIA**

The framework agreement was awarded using the following award criteria. Each criteria relates to segments of the tender documentation:

**SELECTION CRITERIA**

The headings for the selection criteria cannot be revisited during the mini-competition process. For information **only** the Selection Criteria were:

Quality Appraisal	15%
Financial and Legal Appraisal	15%
Experience	15%
Environmental Appraisal	15%
Labour Rights in the Supply Chain	10%
Health and Safety	10%
Diversity and Equality	10%
Invoicing and Payment	10%

**AWARD CRITERIA**

The weighting of the scoring for further competitions may be adjusted within limits (between half and double for each item). The total percentage must always be 100%. The award criteria and weights used within the framework tender were:

**Lots 1, 2 and 3:**

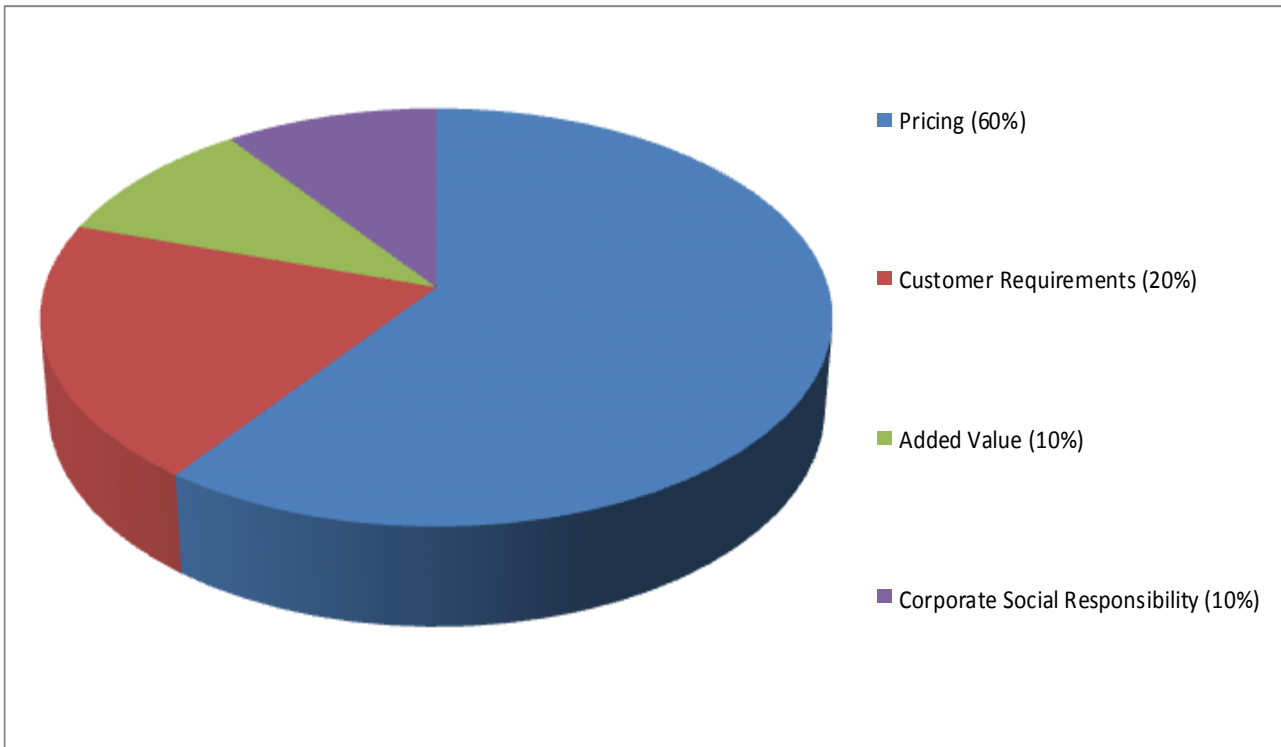
Pricing	60%
Customer Requirements	20%
Added Value	10%
Corporate Social Responsibility	10%

**Lot 4 Neutral Vendor:**

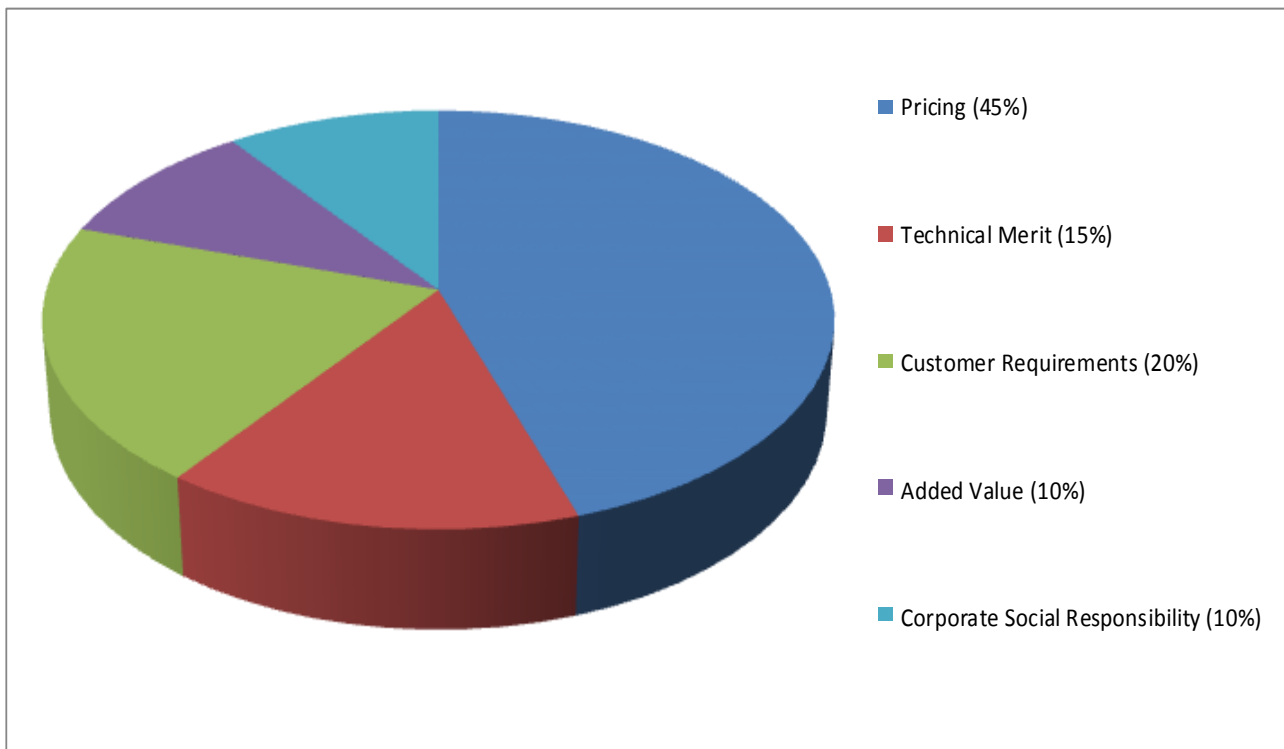
Pricing	45%
Technical Merit	15%
Customer Requirements	20%
Added Value	10%
Corporate Social Responsibility	10%



## Award Criteria: Lot's 1, 2 and 3



## Award Criteria: Lot 4



**AWARD CRITERIA – Scoring**

**Print and Related Services Tender Summary Results**

**Lot 1 Printing**

Supplier Name	Pricing: Max 60 %	Customer Requirements: Max 20%	Added Value: Max 10%	Corporate Social Responsibility: Max 10 %	Total %
Harcourt Litho	60.00	20.00	10.00	10.00	<b>100.00</b>
AGNE Ltd. t/a AlphaGraphics North East	53.29	20.00	10.00	10.00	<b>93.29</b>
Systematic Print Management Limited	52.87	20.00	10.00	10.00	<b>92.87</b>
Cliffe Enterprise	46.15	20.00	10.00	10.00	<b>86.15</b>
Lion FPG Ltd	45.73	20.00	10.00	7.86	<b>83.59</b>
B&B Press (Parkgate) Ltd	48.25	20.00	2.78	10.00	<b>81.03</b>
The Printroom UK Ltd	39.02	20.00	10.00	10.00	<b>79.02</b>
Belmont Press Ltd	41.12	20.00	7.78	10.00	<b>78.90</b>
Regency Leisure Ltd. t/a Alphagraphics	36.92	20.00	10.00	10.00	<b>76.92</b>
Latcham Direct	36.08	20.00	10.00	10.00	<b>76.08</b>

**Lot 2 Design and Print**

Supplier Name	Pricing: Max 60 %	Customer Requirements: Max 20%	Added Value: Max 10%	Corporate Social Responsibility: Max 10 %	Total %
Corporate Document Service	60.00	20.00	10.00	10.00	<b>100.00</b>
Banner Managed Communication	58.04	20.00	10.00	10.00	<b>98.04</b>
CDP Print Management	57.25	20.00	10.00	10.00	<b>97.25</b>
Harcourt Litho	54.90	20.00	10.00	10.00	<b>94.90</b>
AGNE Ltd. t/a AlphaGraphics North East	39.22	20.00	10.00	10.00	<b>79.22</b>
Latcham Direct	36.86	20.00	10.00	10.00	<b>76.86</b>
The Printroom UK Ltd	36.47	20.00	10.00	10.00	<b>76.47</b>
Systematic Print Management Limited	32.94	20.00	10.00	10.00	<b>72.94</b>
B&B Press (Parkgate) Ltd	36.08	20.00	2.78	10.00	<b>68.86</b>
Regency Leisure Ltd. t/a Alphagraphics	28.24	20.00	10.00	10.00	<b>68.24</b>

### Lot 3 Large Format Colour Graphics

Supplier Name	Pricing: Max 60 %	Customer Requirements: Max 20%	Added Value: Max 10%	Corporate Social Responsibility: Max 10 %	Total %
Harcourt Litho	60.00	20.00	10.00	10.00	<b>100.00</b>
CDP Print Management	59.72	20.00	10.00	10.00	<b>99.72</b>
Latcham Direct	46.94	20.00	10.00	10.00	<b>86.94</b>
AGNE Ltd. t/a AlphaGraphics North East	36.94	20.00	10.00	10.00	<b>76.94</b>
The Printroom UK Ltd	35.56	20.00	10.00	10.00	<b>75.56</b>
Blueprint	41.39	19.29	7.78	5.71	<b>74.17</b>
FastAnt	30.56	20.00	10.00	10.00	<b>70.56</b>
Ratcliff & Roper	36.67	20.00	2.22	10.00	<b>68.89</b>
Systematic Print Management Limited	17.50	20.00	10.00	10.00	<b>57.50</b>
Astley Signs	23.61	17.14	7.78	8.57	<b>57.10</b>

### Lot 4 Neutral Vendor

Supplier Name	Pricing: Max 45 %	Technical Merit: Max 15%	Customer Requirements : Max 20%	Added Value: Max 10%	Corporate Social Responsibility:	Total %
CDP Print Management	41.01	15.00	20.00	10.00	10.00	<b>96.01</b>
Systematic Print Management Limited	35.48	15.00	20.00	10.00	10.00	<b>90.48</b>
CDS	34.29	15.00	20.00	10.00	10.00	<b>89.29</b>
Springfield Business Papers	32.52	15.00	20.00	10.00	10.00	<b>87.52</b>
Banner Managed Communication	27.86	15.00	20.00	10.00	10.00	<b>82.86</b>
Charles Mason & Associates Limited	27.62	15.00	20.00	10.00	10.00	<b>82.62</b>
Cliffe Enterprise	25.06	15.00	20.00	10.00	10.00	<b>80.06</b>
Thr Printroom UK LTD	18.44	13.75	20.00	10.00	10.00	<b>72.19</b>
PSC Systems Ltd	28.73	12.50	17.86	6.67	5.71	<b>71.47</b>
Latcham Direct	15.81	15.00	20.00	10.00	10.00	<b>70.81</b>

**SUPPLIERS GEOGRAPHICAL COVERAGE**

Supplier	Lots	East Anglia	East Midlands	London	North East	North West	Scotland	South East	South West	Wales	West Midlands	Yorkshire	Northern Ireland	Channel Islands	Isle of Wight
AGNE Ltd. t/a AlphaGraphics North East	1,2,3	✗	✓	✗	✓	✗	✗	✓	✗	✗	✓	✓	✗	✗	✗
Astley Signs	3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
B&B Press (Parkgate) Ltd	1,2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Banner Managed Communication	2,4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Belmont Press Ltd	1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Blueprint	3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗
CDP Print Management	2,3,4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Charles Mason & Associates Limited	4	✗	✗	✓	✗	✓	✗	✗	✗	✓	✗	✓	✗	✗	✗
Cliffe Enterprise	1,4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Corporate Document Service	2,4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
FastAnt	3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Harcourt Litho	1,2,3	✗	✗	✓	✗	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗
Latcham Direct	1,2,3,4	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✗	✓
Lion FPG Ltd	1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PSC Systems Ltd	4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ratcliff & Roper	3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Regency Leisure Ltd. t/a Alphagraphics	1,2	✗	✓	✗	✓	✗	✗	✓	✗	✗	✓	✓	✗	✗	✗
Springfield Business Papers	4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Systematic Print Management Limited	1,2,3,4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The Printroom UK Ltd	1,2,3,4	✗	✓	✗	✓	✓	✗	✗	✗	✓	✓	✓	✗	✗	✗

## **CONTACTING SUPPLIERS**

Full contact details for each supplier appointed to this framework agreement can be found on the CPC website at: [www.thecpc.ac.uk](http://www.thecpc.ac.uk). Contact details, range of products offered and other supporting information can be found here. The framework Lots have been set up on the website Quote Tool/ Get a Quote tool.

## **ENGAGING SUPPLIERS**

Pricing was submitted for the tender analysis, which was to enable a comparison during the tender rather than to establish a core list as member requirements are so diverse. The details of the products and services that were quoted for are contained in the specifications in the **ITT** (Invitation To Tender) Document which is attached further below.

Given the bespoke nature of the requirements for this framework we would anticipate that members will wish to run a further competition. The Award Criteria spreadsheets in the ITT might be of interest to members who could extract relevant sections for running further competitions.

All contract information held on the CPC website is commercial in confidence and is intended for the use of CPC members only and should not be shared with any third party.

## ADDITIONAL INFORMATION

The Stage 1 **PQQ** (Pre-Qualification Questionnaire) and Stage 2 **ITT** (Invitation To Tender) Documents that were used during the tender process to establish the framework agreement are attached below for additional information. The **ITT** (Invitation To Tender) contains the standard terms and conditions (no variations to these have been agreed) / sample specification / award criteria etc.



Print Tender 2013  
PQQ.doc



Printing Tender  
ITT.doc

Further information can be obtained by contacting Adrian Davies at [a.davies@salford.ac.uk](mailto:a.davies@salford.ac.uk)