

INVITATION TO TENDER

PEAK DISTRICT NATIONAL PARK AUTHORITY
***PARKLIFE* – PEAK DISTRICT NATIONAL PARK AUTHORITY**
MAGAZINE

PRINT, FINISH AND DELIVERY

2019-2021

TENDER RETURN DATE [25.01.19]

SECTION 1: CONTRACT OBJECTIVE AND SPECIFICATION

INTRODUCTION

ParkLife magazine is the Peak District National Park Authority's flagship print communications and marketing product, supplied free of charge to residents and visitors to the Peak District National Park. There are currently three editions per year, published in approximately April, July and October.

The magazine received an artwork and print stock review in spring 2018, and this is not expected to change in the immediate future.

Alongside content, the magazine is intended to reflect the National Park's values in terms of environmental considerations and value for money. To that end, the magazine is delivered to c.30k residential addresses via solus door drop, and is not direct mailed (with an external wrapping). Approximately 10-15k copies are also made available through suitable pick-up locations such as libraries, National Park and third-party visitor centres and food & beverage outlets. Residential door drops are mapped on delivery via GPS.

From 2018, the editorial team are seeking an increase in commercial advertising with a primary focus on premium space on the reverse cover and full-page internal adverts. Revenue received from this will support the production of the magazine.



Editorial strategy and content generation is undertaken internally by the Peak District National Park Authority. Design is undertaken by internal Peak District National Park designers, and a primary external graphic designer. Final approval to print is given by the Peak District National Park Authority.

CURRENT MAGAZINE SPECIFICATION

- A4 (210mm x 297mm, finished size)
- 32pp
- 110gsm
- Uncoated stock

- FSC Mixed Source (print certified) or better
- Full colour throughout
- Trimmed, creased, folded and spine stapled
- Packed suitably (currently 60 unit p/box)
- Delivery to one primary address in central Sheffield, and one smaller quantity to Bakewell, Derbyshire
- Current print turnaround from approval to delivery <10 days
- Sign-off currently digital proof only

PURPOSE OF THIS TENDER

The awarded contract will be for the print, finish and delivery of *ParkLife* magazine for three editions per annum, with c.35,000 units delivered to a single address in Sheffield, and the residue (10-15,000) to a single address in Bakewell – per edition.

The National Park Authority may reduce the quantity specified, but not below a minimum of 40,000 units per edition.

INFORMATION REQUIRED IN THE TENDER SUBMISSION

1. A proposal for the print, finish and delivery of *ParkLife* magazine (per edition) including:
 - a. Paper stock at 110gsm (manufacturer)
 - b. Environmental credentials (e.g. FSC)
 - c. Location of print/finish services (carbon footprint and delivery distances)
 - d. Print process
 - e. Breakdown for 30, 40 and 50k units (per edition)
2. Although tenders will be assessed on like-for-like for paper stock/print process, proposals are welcome for improved environmental credentials to meet the Authority's vision for the lowest impact on the environment.
3. Proposals should demonstrate how turnaround times will be met, and provisions for late changes to artwork delivery dates.
4. Provision should be given for fluctuations in paper stock wholesale prices, or a clear indication given as to how these changes will be calculated on an issue-by-issue basis.

THE AUTHORITY WILL PROVIDE

1. Professional press-ready artwork, pre-flight checked in a format specified by the approved contractor (high-resolution PDF preferred).
2. An indication to the best of our ability advanced artwork supply dates.

PARTICULARS

1. The successful tenderer will be expected to meet all existing Health & Safety laws in respect of the production of *ParkLife* magazine, and provide any environmental credentials/certifications relating to the paper stock or production methods used in supplying *ParkLife* magazine.

2. These particulars do not constitute an offer of, nor form any part of, a contract.
3. The information contained within this Invitation to Tender is given in good faith and is correct at time of writing, but cannot be guaranteed. Applicants should assure themselves of the accuracy of any of the information contained herein by inspections and enquiry.
4. Timescales for delivery of the contract:
 - 4.1 The first edition under the awarded contract will be required to commence printing w/b **18 March 2018**
 - 4.2 Subsequent editions will see artwork supplied for print approximately **10 June** and **9 September 2019**
 - 4.3 A digital proof must be submitted to the appropriate officer at the Authority within [2 days of receipt of the artwork from the Authority;
 - 4.4 Printing, finishing and delivery must be completed with [10] days of approval of the artwork proof.
Failure to comply with these timescales may lead to the Authority suspending or terminating the contract and seeking damages.
5. Primary delivery is to one location in central Sheffield (c.40k units), and Bakewell, Derbyshire (c.5k units)
6. Bidders are free to propose alternative solutions to the specified paper stock, but tenders will be assessed on criteria set out below, including print quality and environmental credentials (e.g. FSC accreditation, including in-print labelling)
7. Design support is not sought as part of this invitation to tender.

SECTION 2: TENDER SUBMISSION REQUIREMENTS

Tenders should be submitted in accordance with the following instructions.

1. Invitation to Tender (ITT)

The Authority is seeking tenders from suitably experienced and equipped operator to undertake the Services.

The Services required are set out in the Specification contained in Section1.

2. Basis of Tenders

Tenders are being invited on an open award procedure.

3. Presentation to the Authority

All selected Tenderers may be asked to make a presentation to Officers of the Authority on methods proposed for the performance of the Services. If the Authority decides to require presentations details of what must be covered by the presentation and how it will be evaluated will be sent to Tenderers no later than 7 days prior to the presentation.

4. Queries about this ITT

Tenderers are advised to study the Tender Documentation and all other documentation provided by the Authority. These documents should be read and their true intent and meaning ascertained before submitting a Tender.

- 4.1. Any queries concerning the information contained in this specification should be sent to: *Tom Marshall (Marketing and Communications Manager)*
Email: tom.marshall@peakdistrict.gov.uk

- 4.2. There should be no other contact with the Authority on this matter. Any direct contact shall result in your exclusion from this ITT. Following submission of the Tender return, an opportunity may be given for suppliers to make a presentation to the Authority.
- 4.3. Please be aware that your query, together with our response may, to ensure transparency and fairness, be circulated to all undertakings expressing an interest on an anonymised basis. If you consider that your query discloses commercially confidential information you must, with or upon your query, clearly indicate which information you consider is commercially confidential and why. The Authority will then exclude this information from any circulation. Blanket statements indicating commercial confidentiality will be ignored.

5. **Errors in completed tenders**

The Tenderer shall be deemed to have satisfied itself before submitting its Tender as to the correctness and sufficiency of its Price.

6. **Sufficiency of Tender**

The Tenderer shall be deemed to have undertaken all inspections, examinations and all other enquiries reasonable or necessary in connection with the terms and subject matter of the Tender. The Tenderer acknowledges and confirms that it has the requisite expertise, experience and equipment to perform its obligations under the Contract. The Authority will not accept and shall not be liable for any claims that are based upon a Tenderer's failure to obtain or have due regard for any information necessary to prepare a fully compliant and complete tender.

7. **Period of Validity**

Tenderers are required to keep their tenders valid for acceptance for a period of **3** months from the Tender Return Date.

8. Tendering procedure and submission requirements

8.1. **THE DEADLINE FOR RECEIPT OF TENDERS IS 12:00 ON [25.01.19]**.

8.2. Tenders must be submitted by post.

8.2.1. The Tender shall be made on the Form of Tender **at Appendix 1**. It must be accompanied by:

8.2.1.a. Tender Questionnaire at **Appendix 2** fully completed and signed on behalf of the Tenderer and accompanied by any documents referred to

8.2.1.b. Non-collusive tendering certificate at **Appendix 3** signed on behalf of the Tenderer; Any other information requested in the ITT. Artwork from existing editions can be supplied to provide comparative samples

8.2.2. No tender will be deemed to be received unless it is in an envelope which bears no name or mark indicating the sender. If delivered by hand a receipt will be issued.

8.2.3. Tenders must be delivered on weekdays between the hours of 9.00 am and 5.00 pm and marked for the attention of the Chief Finance Officer as follows:

REF: TENDER – PRINTING OF PARKLIFE MAGAZINE

F.A.O The Chief Financial Officer
Peak District National Park Authority
Aldern House
Baslow Road
Bakewell
Derbyshire
DE45 1AE.

- 10.5 A decision on which Tenderer to award the contract is expected to be made during the week commencing [11.02.18].
- 10.6 Only one Tender is permitted per Tenderer. If a Tenderer submits more than one Tender, only the one with the latest time and date of receipt noted (provided that this is prior to the tender deadline) will be evaluated, any other Tenders will be disregarded.
- 10.7 The Authority reserves the right to issue supplementary documentation at any time during the Tendering process to clarify or amend any aspect of the ITT or any of the documents referred to in the ITT. All such further documentation shall be deemed to form part of the ITT and shall supersede any part of the ITT to the extent indicated.
- 10.8 No tender received after the deadline for receipt of tenders stipulated above shall be considered **under any circumstances**.
- 10.9 The Authority does not undertake to accept the lowest or any tender/ rates or to award the contract at all. The Authority may withdraw this invitation to tender at any time on giving written notice to all tenderers expressing an interest.
- 10.10 The successful Tenderer will be required to enter into the Form of Contract attached at **Appendix 4** which will incorporate the Terms and Conditions at **Appendix 5** No derogations will be permitted.
- 10.11 Qualified tenders are not permitted and will be rejected.
- 10.12 The Authority reserves the right to seek clarification from Tenderers to assist in its consideration of Tenders. This will not however be an opportunity for Tenderers to add to or supplement their tender.

9. Basis of Tender

- 9.1. The Tender shall show the Tendered sum for the actual Services and the VAT separately.
- 9.2. The Tender must include the value of all of the Services and must cover all costs and expenses which may be incurred in order to complete the Services in accordance with the Tender documentation and to assume all express and implied risks, liabilities and obligations imposed by the form of contract and all other documents forming part of the Tender documentation.
- 9.3. The Tenderer shall be deemed to have satisfied itself before submitting its Tender as to the correctness and sufficiency of its rates and prices.
- 9.4. Tenderers must obtain for themselves, at their own expense, all information necessary for the preparation of their Tenders and must satisfy themselves that they fully understand the requirements of the Contract.

10. Sub-contracting

- 10.1. When submitting its Tender, the Tenderer must notify the Authority of any parts of the Services that it proposes to sub-contract. Failure to do so may invalidate any such Tender.

11 Tender Evaluation

- 11.1 Tenders will first be evaluated against the following requirements which will be scored on a pass/fail basis. Any Tender that scores "Fail" against any of these requirements may be deemed non-compliant and rejected without further evaluation.
- Confirmation in the Form of Tender that the Tenderer can fulfil the following Specification requirements:
 - Provision of *ParkLife* magazine to the basic specifications outlined above, or to a specification agreed by the tenderer and the Authority, including print and finish
 - Delivery to two addresses as shown above in the Specification (Bakewell DE45 1AE, Sheffield, centre) Section 1)

- Completed Tender Questionnaire.
This will include:
 - Written technical and financial references (including the Tenderer's financial accounts for such period as shall be notified) as may be requested
 - The Tenderer's technical and professional ability and previous experience of contracts delivered for the Authority or other organisations. The Authority is entitled to take into account any failure to discharge obligations under previous relevant contracts undertaken by the Tenderer (or any proposed sub-contractor) in assessing whether the required minimum standards for the Services are likely to be met. Tenderers are requested to supply examples of similar Services supplied to other clients. The Authority may consider evidence of performance on previous comparable contracts for the Authority
 - A CV of the business and or individuals carrying out the Services.
 - Whether the Tenderer is subject to any enforcement or legal action or other pending investigations by either the Authority or other public agencies.

11.2 The successful Tenderer will be selected based on an evaluation using the criteria of cost, environmental credentials and location of print and finish as set out below:

1. Costs (40% of the total score value);
 - $40 \times (\text{Lowest Tender Price}) \div (\text{Tenderer X's Price})$
2. Quality criteria (60% of the total score value):
 - 20% - Quality of environmental credentials (paper stock and print process);
 - 20% - Quality of finish (to be assessed by comparable supplied publication or sample copy of existing *ParkLife* artwork);
 - 20% - Location of tenderer – including print and finish process (carbon footprint and support of local economy)
 - When answering the questions relating to the Quality criteria above Tenderers will be expected to show experience and proposals for providing *ParkLife* magazine to the standards specified, including where relevant proposals for improving on current environmental credentials whilst maintaining cost effectiveness.

Criteria	Weighting	Evaluation Criteria
Cost	40%	$40 \times (\text{Lowest Tender Price}) \div (\text{Tenderer X's Price})$
Quality Criteria 1	20%	4 x score (see scoring methodology at Appendix 6 below)
Quality Criteria 2	20%	4 x score (see scoring methodology at Appendix 6)
Quality Criteria 3	20%	4 x score (see scoring methodology at Appendix 6)

11.3 Tenderers scores for Quality and Price will then be added together to produce an overall score and the Tenderer with the highest overall score will be awarded the contract.

11.4 Rejected or eliminated tenders will not be scored.

12. Award of Contract

12.1. The successful Tenderer will be required to promptly execute and return to the Authority the Contract in the form of contract included with this ITT together with any agreed derogations and until such execution the successful Tenderer together with the Authority's written acceptance shall constitute the Contract.

13. Obligations

13.1. Parties proposing to submit a tender are advised to ensure that they are familiar with the nature and extent of their obligations if their Tender is accepted.

14. Accuracy

Information supplied to Tenderers by the Authority (whether in these documents or otherwise) is supplied for general guidance in the preparation of tenders. Tenderers must satisfy themselves by their own investigations with regard to accuracy of any such information and no responsibility is accepted by the Authority for any inaccurate information obtained by Tenderers.

15. Confidentiality

All information supplied by the Authority in connection with the Invitation to Tender shall be regarded as confidential by the Tenderer except that such information may be disclosed for the purpose of obtaining quotes and/or professional advice necessary for the preparation of the Tender provided that a condition is imposed in similar words to this paragraph upon any person to whom disclosure is made.

16. Canvassing

Tenderers face automatic disqualification if they canvass for the Services by approaching any Member or Officer of the Authority with a view to gaining more favourable consideration of their tender. Tenderers should state whether Members or Officers of the Authority have any direct or indirect interests in their organisation.

17 Transparency

17.1 The Tenderer in submitting its Tender agrees and accepts the Authority in complying with its obligations under the government's transparency agenda, which requires the Authority to publish the Tender Questionnaire and the ITT and the text of the contract documentation to be signed with the winning Tenderer (the "Contract"), and the name of the contractor; the date on which the contract was entered into; the value of the contract; and whether the contractor is a SME or VCSE. The Tenderer gives its consent for the Authority to publish the text of the Contract, and any schedules to the Contract in its entirety, including from time to time agreed changes to the Agreement, to the general public in whatever form the Authority decides.

17.2 The Tenderer in submitting its Tender will acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act ("the Act") the text of the Contract, and any schedules to the Contract, is not confidential information except to the extent specifically stipulated in the Contract. The Authority shall be responsible for determining in its absolute discretion whether any part of the Contract or its schedules is exempt from disclosure in accordance with the provisions of the Act.

APPENDICES

1. Form of Tender
2. Tender Questionnaire
3. Non-collusive certificate
4. Form of Contract

5. Terms and Conditions of contract
6. Scoring methodology