

7.5.1 PRINTING SERVICES PANEL

Responsible Manager:	Jason Farrugia, Manager Strategic Procurement
Responsible Director:	Imogen Kelly, Executive Manager Communications and Customer Experience

RECOMMENDATION

That Council

1. **Awards the tender from the following tenderers for 2026099 Provision of Print Services, for a schedule of rates-based contract with an estimated annual contract value of up to \$355,000, with an estimated total contract value of \$2,130,000, inclusive of all available extension options:**
 - a) **Finsbury Green Pty Ltd**
 - b) **Highlight Printing Pty Ltd**
 - c) **IVE Group Victoria Pty Ltd**
 - d) **Lane Bros Printing Pty Ltd**
 - e) **Pixel Perfect Printworks Pty Ltd**
 - f) **Precision Mail Pty Ltd**
 - g) **PrintGraphics Pty Ltd**
 - h) **Southern Impact Pty Ltd**
 - i) **The Right Stuff Pty Ltd**
 - j) **Valiant Press Pty Ltd;**
2. **Authorises the Chief Executive Officer to approve extension options subject to satisfactory performance.**
3. **Notes that the anticipated contract commencement date is August 2026, with an initial term of three (3) years, with three (3) separate extension options of one (1) year each and**
4. **Notes that the estimated schedule of rates contract values stated above are based on historical and anticipated future spend, including an allowance for inflation and growth (please refer to Financial section for more information).**

Please note that all dollar figures are GST exclusive unless stated otherwise.

INTRODUCTION

Council has conducted a tender for 2026099 Provision of Print Services to replace a previous panel contract, now expired, that was approved by Council in 2021 for similar services.

Council Officers considered various procurement options, including whether to tender separately, participate in regional or sector collaboration, or access established contracts via other compliant contract agreements. On this occasion, regional collaboration was not an

option and a Council led procurement event was preferred over the use of other third party established contracts in order to maximise local content.

BACKGROUND

Council established a printing panel service arrangement in 2021 that streamlined the service offering and improved quality and compliance with Council's style guide. This contract has now expired, and a new procurement process was completed to recommend the creation of a new panel.

Under the previous contract, Council engaged the required printing services on an as required basis from the following panel of suppliers:

1. *Bibliotheca Australia Pty Ltd;*
2. *Danpen Pty Ltd;*
3. *Eastern Press Pty Ltd;*
4. *Highlight Printing Pty Ltd;*
5. *Hornet Press Pty Ltd;*
6. *Ian Jones;*
7. *IVE Group Victoria Pty Ltd;*
8. *Lane Communications;*
9. *Precision Group;*
10. *Print Media Group; and*
11. *Southern Impact Pty Ltd.*

Over its approved contract term, this contract served Council well.

NOTIFICATION

A public notice was placed in The Age newspaper on 26/03/2026 and the tender closed on 17/04/2026.

TENDERS RECEIVED

Tender submissions were received from the following 13 suppliers by the appointed closing time.

No.	Tenderer
1	Danpen Pty Ltd
2	Finsbury Green Pty Ltd
3	Flagworld
4	Highlight Printing Pty Ltd
5	IVE Group Victoria Pty Ltd
6	KWM Business Forms Pty Ltd
7	Lane Bros Printing Pty Ltd
8	Pixel Perfect Printworks Pty Ltd

9	Precision Mail Pty Ltd
10	Printgraphics Pty Ltd
11	Southern Impact Pty Ltd
12	The Right Stuff Pty Ltd
13	Valiant Press Pty Ltd

TENDER CONFORMANCE

All submissions were assessed for their compliance with the tender conditions including the contractual terms and conditions and the requirements of the response schedules.

One submission was deemed non-conforming and was not evaluated further and the remaining 12 tenders were then further evaluated as per the agreed evaluation criteria.

TENDER EVALUATION

In accordance with Council's Procurement Policy, the evaluation panel and evaluation criteria weightings were nominated prior to opening the Tender.

All members of the evaluation panel signed Conflict of Interest and Confidentiality forms, and no conflicts were raised.

DISCUSSION

The remaining tenders were assessed in accordance with the following criteria as per the tender documentation.

Mandatory Requirements

Assessment Criteria	Measure	Score
Risk Level 4-6: OHS & Quality Mandatory Questions completed	<i>Satisfactory evidence provided</i>	<i>Pass/Fail</i>
Mandatory Insurances	<i>Satisfactory evidence provided</i>	<i>Pass/Fail</i>

Evaluation Weightings

Table 2	Key Selection Criteria	Criteria Weightings	Sub Criteria Weightings	Sub Criteria to be used in the Returnable Schedule
Qualitative Criteria (40%)	Capacity and Capability	20%	5%	Experience
			5%	People & Equipment Resources

			5%	Risk Management
			2%	Legal Compliance
			3%	Performance, Innovation, Customer Service and Transitional Initiatives
	Sustainability	20%	7%	Environmental Sustainability
			10%	Local Sustainability
			3%	Social Sustainability
Quantitative Criteria (60%)	Price	60%	60%	Comparison of Estimated Annual Cost

The evaluation panel scored all of the remaining tenders across each of the ten printing service sub-categories. At the sub-category level, tenderers were excluded that (i) did not tender or (ii) did not submit pricing or (iii) did not pass the qualitative score assessment for the respective sub-category.

To compile the most suitable panel of suppliers for Council, the Evaluation Panel selected the top-ranking suppliers in each sub-category and the final proposed panel representing the best value outcome for Council consists of the following tenderers:

1. Finsbury Green Pty Ltd
2. Highlight Printing Pty Ltd
3. IVE Group Victoria Pty Ltd
4. Lane Bros Printing Pty Ltd
5. Pixel Perfect Printworks Pty Ltd
6. Precision Mail Pty Ltd
7. PrintGraphics Pty Ltd
8. Southern Impact Pty Ltd
9. The Right Stuff Pty Ltd
10. Valiant Press Pty Ltd

FINANCIAL IMPLICATIONS

Spend on print services is managed within individual department budgets. Future spend under this proposed contract will be managed within approved budgets and is estimated to be approximately \$325,000 per year, based on historical spend.

For this contract, an additional contingency of \$30,000 per year (approximately 10%) is also proposed to allow for inflation, growth and ad hoc additional services that may be required from time to time.

As such, the annual proposed value of this contract is estimated to be \$355,000.

SUSTAINABILITY OUTCOMES

The proposed panel have some or all of the following preferred credentials:

- i. certified Quality Management and Environmental Management Systems (although some have systems that are not third party certified);
- ii. engage and/or employ local staff;
- iii. compliance with Council's print specification, ensuring the use of high-quality materials with enhanced sustainability credentials.

CONCLUSION

That Council approves the recommendations contained within this report.

ATTACHMENT LIST

Nil