

<p><b>Title of Report:</b></p> <p><b>Update on Procurement for Marketing</b></p>	<p><b>Officer Presenting: Head of Culture</b></p> <p><b>Author: Marketing Manager</b></p>
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## **1 Purpose of Report/Recommendations**

- 1.1 The purpose of this procurement report is to inform Members of the outcome of a number of tender exercises undertaken by the marketing team.

## **2 Background**

- 2.1 The marketing team annually procure services to assist with the delivery of print, design, signage and branding items on behalf of the Council. The 2020/21 procurement exercise took place from March 2020. Services required have been tendered through public advertisement, in line with Council's procurement processes and in conjunction with Council's Procurement Officer. The purpose of this paper is to advise members of the outcome of the process.

## **3 Key Issues**

- 3.1 The following appointments have been made and recorded in the register of decisions:

### **Print, Branding & Exhibition Items, Temporary Signage & Large Format**

**Printing** - In keeping with Council's zero waste circular economy strategy, there was a requirement for 100% recycled paper and Forest Stewardship Council (FSC) certified paper. Four submissions received and all four have been appointed based on cost of product and volume as required: Graphix, Inc Dot Com Limited, Iris Colour Ltd and Northside Graphics. Each company varies in rank position depending on the requirement, specification and quantity.

**Design Support** - Nine submissions received, one successful and two reserves: ASG & Partners (first), Kaizen Design (reserve) and Conor Diver Design (reserve).

**Corporate Signage** – Seven submissions received, one successful and one held on reserve: Interplan Signs Systems (first) and Beyond Signage Ltd (reserve).

**Event Branding Services** – Two submissions received, one successful and one held on reserve: CLS Signage Interiors (first) and Graphix (reserve).

#### **4 Financial, Equality, Legal, HR, Improvement, Rural Needs and other Implications**

4.1 All of the above appointments have been recorded in the register of decision.

#### **5 Recommendations**

5.1 Members note the content of the report and approve the appointed suppliers for the annual marketing tenders.

#### **Background Papers**

**None.**