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Tender

Printed Stationery (Print/Store/Deliver)

Companies House

F02: Contract notice

Notice identifier: 2025/S 000-000327

Procurement identifier (OCID): ocids-h6vhtk-04c297

Published 7 January 2025, 1:02pm

Section I: Contracting authority

I.1) Name and addresses

Companies House

Crown Way

Cardiff

CF14 3UZ

Email

commercial@companieshouse.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.gov.uk/government/organisations/companies-house>

Buyer's address

<https://www.gov.uk/government/organisations/companies-house>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://atamis-8005.my.site.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://atamis-8005.my.site.com/s/Welcome>

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Printed Stationery (Print/Store/Deliver)

II.1.2) Main CPV code

- 30199710 - Printed envelopes

II.1.3) Type of contract

Supplies

II.1.4) Short description

Companies House is looking for a supplier to manufacture, store, administer, and distribute printed stationery (primarily envelopes). The contract requires the supplier to produce envelopes that meet detailed specifications and ensure appropriate packaging to prevent damage during transit. Envelopes must be delivered to Companies House Cardiff, with the supplier maintaining stock levels and managing stock to prevent obsolescence. Regular updates on stock levels are required. Deliveries will be scheduled weekly, with flexibility to adjust based on demand. The supplier is also expected to suggest efficiency improvements and environmentally friendly solutions.

II.1.5) Estimated total value

Value excluding VAT: £150,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description**II.2.2) Additional CPV code(s)**

- 30199230 - Envelopes
- 30199700 - Printed stationery except forms
- 30199711 - Printed window envelopes
- 30199712 - Printed non-window envelopes

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Companies House Cardiff

II.2.4) Description of the procurement

Companies House is looking for a supplier to manufacture, store, administer, and distribute printed stationery (primarily envelopes). The contract requires the supplier to produce envelopes that meet detailed specifications and ensure appropriate packaging to prevent damage during transit. Envelopes must be delivered to Companies House Cardiff,

with the supplier maintaining stock levels and managing stock to prevent obsolescence. Regular updates on stock levels are required. Deliveries will be scheduled weekly, with flexibility to adjust based on demand. The supplier is also expected to suggest efficiency improvements and environmentally friendly solutions.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £150,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

There are two additional one year extensions.

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-039250](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

6 February 2025

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

7 February 2025

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

11th floor, Thomas More Building

Royal Courts of Justice

Strand

WC2A 2LL

Country

United Kingdom

Internet address

<https://www.judiciary.uk/courts-and-tribunals/high-court/>