

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/000327-2025>

Tender

## **Printed Stationery (Print/Store/Deliver)**

Companies House

F02: Contract notice

Notice identifier: 2025/S 000-000327

Procurement identifier (OCID): ocds-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](mailto: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/>