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Contract

## **Postage and print revenues and benefit services**

Southampton City Council

F03: Contract award notice

Notice identifier: 2026/S 000-001784

Procurement identifier (OCID): ocds-h6vhtk-060299

Published 9 January 2026, 11:50am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Southampton City Council

Civic Centre, Civic Centre Road

Southampton

SO147LY

#### **Contact**

Callum Lee

#### **Email**

[callum.lee@southampton.gov.uk](mailto:callum.lee@southampton.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKJ32 - Southampton

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

[www.southampton.gov.uk](http://www.southampton.gov.uk)

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Postage and print revenues and benefit services

Reference number

SCC-SMS-0905

**II.1.2) Main CPV code**

- 79800000 - Printing and related services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

Statutory postage and print and ebilling of council tax, business rates and benefit letters

### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £1,300,000

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

Secure receipt and autoproccessing of data files

Production of file receipting MI & automated distribution via email

Data-streaming (creating separate files for unique fulfilment requirements)

Printing and enclosing services

Mailing Services via approved mailing providers

### **II.2.5) Award criteria**

Price

### **II.2.11) Information about options**

Options: Yes

Description of options

option to extend for a

further 12 + 12 month

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Award of a contract without prior publication of a call for competition in the cases listed below

- The procurement falls outside the scope of application of the regulations

Explanation:

Under the Crown Commercial Service (CCS) G-Cloud 14 framework, contracting authorities are permitted to make a direct award without running a further competition, provided that the chosen supplier meets the requirements and offers the most suitable solution. This is in line with the framework rules, which allow buyers to search the Digital Marketplace and select a supplier whose service best meets their needs.

In this case, a search was conducted on G-Cloud 14 using the term "Postage and Print Services", which reflects the specific requirement. The search results returned only one supplier offering this service.

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

The procurement is covered by the Government Procurement Agreement: Yes

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## **Section V. Award of contract**

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

15 December 2025

#### **V.2.2) Information about tenders**

Number of tenders received: 1

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Capita Business Services Ltd

London

Country

United Kingdom

NUTS code

- UK - United Kingdom

Companies House

02299747

The contractor is an SME

No

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £1,300,000

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## **Section VI. Complementary information**

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Procurement Review Body London

London

Country

United Kingdom