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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

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

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 autoprocessing 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

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

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

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Procurement Review Body London

London

Country

United Kingdom