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Tender

## **CPU 3599 Printing, Packaging and Mailing Services for ADC, BDC & MDC**

Nottingham City Council  
Ashfield District Council  
Bassetlaw DC  
Mansfield DC

F02: Contract notice

Notice identifier: 2021/S 000-002102

Procurement identifier (OCID): ocds-h6vhtk-028f8c

Published 2 February 2021, 9:08pm

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

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

Nottingham City Council  
  
Loxley House, Station Street  
  
Nottingham  
  
NG2 3NG

#### **Contact**

Ms Louise Dobson

#### **Email**

[Louise.Dobson@nottinghamcity.gov.uk](mailto:Louise.Dobson@nottinghamcity.gov.uk)

#### **Telephone**

+44 1158763460

**Country**

United Kingdom

**NUTS code**

UKF14 - Nottingham

**Internet address(es)**

Main address

<http://www.nottinghamcity.gov.uk>

Buyer's address

<http://www.nottinghamcity.gov.uk>

**I.1) Name and addresses**

Ashfield District Council

Ashfield, Nottinghamshire

**Email**

[louise.dobson@nottinghamcity.gov.uk](mailto:louise.dobson@nottinghamcity.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKF14 - Nottingham

**Internet address(es)**

Main address

<https://www.ashfield.gov.uk/>

Buyer's address

<https://www.ashfield.gov.uk/>

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

Bassetlaw DC

Worksop

#### **Email**

[louise.dobson@nottinghamcity.gov.uk](mailto:louise.dobson@nottinghamcity.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKF1 - Derbyshire and Nottinghamshire

#### **Internet address(es)**

Main address

<https://www.bassetlaw.gov.uk/>

Buyer's address

<https://www.bassetlaw.gov.uk/>

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

Mansfield DC

Mansfield

#### **Email**

[louise.dobson@nottinghamcity.gov.uk](mailto:louise.dobson@nottinghamcity.gov.uk)

#### **Country**

United Kingdom

**NUTS code**

UKF1 - Derbyshire and Nottinghamshire

**Internet address(es)**

Main address

<https://www.mansfield.gov.uk/>

Buyer's address

<https://www.mansfield.gov.uk/>

**I.2) Information about joint procurement**

The contract involves joint procurement

**I.3) Communication**

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

<https://procontract.due-north.com/Advert/Index?advertId=d23d6031-9465-eb11-8108-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=d23d6031-9465-eb11-8108-005056b64545>

**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**

CPU 3599 Printing, Packaging and Mailing Services for ADC, BDC & MDC

Reference number

DN524747

#### **II.1.2) Main CPV code**

- 64000000 - Postal and telecommunications services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Ashfield District Council, Bassetlaw District Council and Mansfield District Council (hereafter 'the Authorities') are seeking tenders from sufficiently experienced and qualified contractors to establish a Services Contract for the provision of services for production, sorting, packing and posting of End Council Tax bills, NNDR bills, Bid bills, Council Tax Reduction and Benefit Letters.

#### **II.1.5) Estimated total value**

Value excluding VAT: £710,000

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

This contract is divided into lots: No

### **II.2) Description**

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

NUTS codes

- UKF14 - Nottingham
- UKF15 - North Nottinghamshire

- UKF16 - South Nottinghamshire

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

Ashfield District Council, Bassetlaw District Council and Mansfield District Council (hereafter 'the Authorities') are seeking tenders from sufficiently experienced and qualified contractors to establish a Services Contract for the provision of services for production, sorting, packing and posting of End Council Tax bills, NNDR bills, Bid bills, Council Tax Reduction and Benefit Letters.

The production, sorting, packing and posting of Year End Council Tax bills, NNDR bills, BID bills, Council Tax Reduction Letters, and benefit letters and enclosures. This to include optional e-billing. A postage guarantee for bills to arrive with households within 3 working days from date of this dispatch date. The service to include inclusion of accompanying letters with some bills dependent on type of bill (e.g empty property letter to go with bills for empty properties and letter advising customers to contact benefits unit where the bill is a result of CTR adjustment). Provision of reconciliation statistics following annual Council Tax billing and daily statistics when required.

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

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

#### **II.2.6) Estimated value**

Value excluding VAT: £710,000

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

Start date

1 June 2021

End date

31 May 2026

This contract is subject to renewal

Yes

Description of renewals

As above description.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

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

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

Date

8 March 2021

Local time

3:00pm

#### **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: 36 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

12 March 2021

Local time

1:05pm



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

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

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

Nottingham City Council

Nottingham

Country

United Kingdom

Internet address

<https://www.nottinghamcity.gov.uk/>

#### **VI.4.2) Body responsible for mediation procedures**

Nottingham City Council

Nottingham

Country

United Kingdom

Internet address

<https://www.nottinghamcity.gov.uk/>