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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

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

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

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

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

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

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

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/>