

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/002876-2024>

Tender

## **Postal Services**

NORTHUMBRIAN WATER GROUP LIMITED

F05: Contract notice – utilities

Notice identifier: 2024/S 000-002876

Procurement identifier (OCID): ocds-h6vhtk-043549

Published 29 January 2024, 10:58am

## **Section I: Contracting entity**

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

NORTHUMBRIAN WATER GROUP LIMITED

Northumbria House, Abbey Road, Pity Me

DURHAM

DH15FJ

### **Contact**

Laura McMain

### **Email**

[laura.mcmain@nwl.co.uk](mailto:laura.mcmain@nwl.co.uk)

### **Telephone**

+44 7805786518

### **Country**

United Kingdom

**Region code**

UKC14 - Durham CC

**Companies House**

366703

**Internet address(es)**

Main address

[www.nwl.co.uk](http://www.nwl.co.uk)

**I.3) Communication**

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

<https://s1.ariba.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://s1.ariba.com>

**I.6) Main activity**

Water

---

## **Section II: Object**

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

#### **II.1.1) Title**

Postal Services

Reference number

NW2650

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

- 64110000 - Postal services

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

Services

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

NWL are looking to identify a service provider for the provision of postal services primarily for the post mailed by the Customer Department. The services to be provided include;

- Economy Mailmark or Mailmark
- 2 day unsorted
- 3 day unsorted (where a 2 day unsorted service is not available)

NWL require a postal service primarily for business to customer post - bills and letters. We also require it as a means of communication with the company shareholders, and a way of sharing information with employees.

The timeliness of deliveries is critical to NWL as it affects the performance of our Customer Call Centres and impacts on cash flow. The NWL Customer Department currently issues more than 4.5 million postings per year. There is a further small amount of spend through various departments issuing external mail.

The Customer Departments mail is dispatched from the following locations:

- Northumbria House, Pity Me, Durham
- NWL Bill Printers - Warrington (printing services currently under tender so this may

change)

The remaining requirements issued via our Facilities Departments are dispatched from the following locations:

- Northumbria House, Pity Me, Durham DH1

- Leat House, Washington NE38

All new potential suppliers must be a downstream access provider (DSA) and have a good track record of service in this service area, gained through service provided since the opening of the market from the 1st January 2006

The Contract start date will be the 1 November 2024

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

This contract is divided into lots: No

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

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

NUTS codes

- UKC - North East (England)

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

Volumes of items mailed - Detailed below are the approximate volumes of mail sent for each service from each of the posting locations. NWL require the collections to be as late as possible in the day.

Customer Department Requirements

Northumbria House

- Daily Volumes 35, Annual Volumes 9,200, 2 day unsorted service, Monday to Friday,  
Collection times - Approx 4:00pm

NWL Bill Printers

- Daily Volumes 14,538, Annual Volumes 3,780,000, Mailmark/Mailmark Economy,  
Monday to Friday, Collection times 5:30pm

- Daily Volumes 34,375, Annual Volumes 550,000 (Annual Billing), Mailmark/Mailmark Economy, Monday to Friday 4 days per week from February to March, Collection times 5:30pm

- Daily Volumes 557, Annual Volumes 145,000, 2 day unsorted, Monday to Friday, Collection times 5:30pm

Facilities Department

Northumbria House

- Daily volumes 115, Annual volumes letter 30,000, 2 day unsorted, Monday to Friday, Collection times - Approx 4:00pm

Leat House, Washington

- Daily volumes 12, Annual volumes letter 3,200, 2 day unsorted, Tuesday and Thursday, Collection times - Approx 1:00pm to 3.00pm

The majority of mail collected from the Customer Department are letters and are enclosed in C5 envelopes with a small number of DL envelopes also being used.

Mailsorted (Economy Mailmark) work is presented in trays to obtain the cheapest mailing rates available. We started using Economy Mailmark in November 2023, and this is currently being trialled. We may revert to standard Mailmark if we find the service level is not what we need.

We will require separate account numbers for each of the posting locations and where the Customer Department and Facilities Department mail from the same location we will require two separate accounts.

The volumes for annual billing are in addition to the daily volumes.

From time to time it may be necessary to carry out ad hoc mailings at very short notice.

A small number of items (approximately 100 items per month) are currently mailed abroad we will therefore require an international mail account.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 November 2024

End date

31 October 2029

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

The initial contract term will run from 01/11/2024 for three years to 31/10/2027. The option will be available to extend the Contract from a further two years to 31/10/2029. The total maximum duration of the Contract being five years.

---

## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Must be a registered downstream access provider

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

#### **III.1.6) Deposits and guarantees required**

If the Dun and Bradstreet credit rating returns a rating of 'above average risk' or 'high risk', the contracting entity will request further financial information for review and a parent company guarantee may be required

#### **III.1.7) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

Please see the terms and conditions in the Procurement Documents

---

## **Section IV. Procedure**

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

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

Negotiated procedure with prior call for competition

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

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

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

Date

13 February 2024

Local time

4:00pm

#### **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**

Tender must be valid until: 31 October 2024



---

## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Applicants are asked to note that this procurement process will be conducted electronically with all documents

and communication being managed through the Northumbrian Water e-Sourcing Spend Management portal called 'Ariba'.

Expressions of interest from this notice must be sent to the e-mail address [laura.mcmain@nwl.co.uk](mailto:laura.mcmain@nwl.co.uk) before the deadline date

of the 13 February 2024 at 16:00hrs. Once expression of interest has been received that contains the details below, applicants

will be given access to the Ariba portal within 48 hours from request. This portal will contain all the tender

documents associated with this procurement that are available at the time. An email link will also be provided

to the email address you provide to access the portal. The deadline for return of the completed PQQ is the 19th February 2024 at 12noon.

When sending expression of interest, applicants must provide the following information:

- 1) Full company name
- 2) Main contact details of the person who will be given access to the Ariba portal - Name, job title, E mail

address and telephone number

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

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

TBC

TBC

Country

United Kingdom