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Tender

## **Revenues Print and Mailing Service for the City of London**

City of London Corporation

F02: Contract notice

Notice identifier: 2021/S 000-004396

Procurement identifier (OCID): ocds-h6vhtk-029881

Published 4 March 2021, 10:56pm

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

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

City of London Corporation

Guildhall

London

EC2P 2EJ

#### **Contact**

Chris Mulhall

#### **Email**

[Chris.mulhall@cityoflondon.gov.uk](mailto:Chris.mulhall@cityoflondon.gov.uk)

#### **Telephone**

+44 2073321420

#### **Country**

United Kingdom

**NUTS code**

UKI - LONDON

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<https://www.capitalesourcing.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.capitalesourcing.com>

Tenders or requests to participate must be submitted to the above-mentioned address

**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**

Revenues Print and Mailing Service for the City of London

Reference number

prj\_COL\_17482

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

- 79800000 - Printing and related services

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

Services

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

The City of London Corporation (the City) is undertaking a 1 stage procurement process in relation to a Revenues Print and Mailing Service (the 'Service').

The Service will cover daily and ad hoc printing of multiple personalised bills, reminders, recovery and survey documentation, including where required, personalised payment documentation for NNDR, BIDs and Council Tax.

Further information for this opportunity can be found in II.2.4) Description of the procurement field (of this notice).

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

Value excluding VAT: £490,000

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

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 64110000 - Postal services

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

NUTS codes

- UKI - LONDON

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

The City of London Corporation (the City) invites Tenders for the provision of a Revenues Print and Mailing Service.

City Revenues is responsible for the collection of most income due to the City of London Corporation: Council Tax, NNDR (Business Rates), Commercial Rents, Residential Service Charges and Sundry Debts.

The required Service will cover daily, annual billing and ad hoc printing of multiple personalised bills, reminders, recovery and survey documentation, including where required, personalised payment documentation for NNDR, BIDs and Council Tax. Annual Billing for NNDR, BID, and Council Tax are critical annual processes which cannot fail. Full end to end Annual Billing testing is a key Service requirement as well as meeting live annual billing deadlines.

The initial Service may be extended to other documents issued by City Revenues such as Commercial Rents and Sundry Debts at the request of the City Revenues Management Team during the length of the Contract.

The Service will also include printing and dispatch of one-off or mail merge personalised documents using a Hybrid Mail solution.

The Service required a robust daily document control and balancing process including dispatch to Postal Provider is essential to allow an audit trail for recovery processes.

This procurement will be a one (1) stage Open procedure. The description of the requirements for the Revenues Print and Mailing Service is set out in the procurement documents, particularly the specification — available from:

<https://www.capitalesourcing.com>

The duration of the contract is five (5) years, with the option to extend up to two (2) further years in annual increments. The Contract is intended to commence 1st October 2021 to 31st September 2026.

The estimated total value of the contract is also stated in II.1.5) and II.2.6) of this notice and is for the entire duration, i.e. including the optional extensions.

Organisations should be aware that due to the contract value (of the Service), any contract formed as a result of this procurement process shall be executed as a deed. Organisations should seek independent legal advice on the implications of this prior to submitting their tender, where appropriate.

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

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

documents

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

Value excluding VAT: £490,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

This will be upon expiry of the contract and subject to internal approvals

### **II.2.10) Information about variants**

Variants will be accepted: Yes

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

Options: Yes

Description of options

The duration of the contract will be five (5) years, with the option to extend up to two (2) further years in annual increments.

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

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

#### **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

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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: No

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

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2020/S 165-401574](#)

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

Date

6 April 2021

Local time

12:00pm

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

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

Date

6 April 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

This procurement process is being undertaken using the electronic tendering system 'CapitaleSourcing' (url:[www.capitalesourcing.com](http://www.capitalesourcing.com)). Suppliers will need to register an interest on the system in order to participate and registration is free.

This is a one stage procurement process (Open Procedure); therefore, suppliers will need to register an interest on the system and submit a tender submission no later than 12.00 on 06.04.2021 in order to participate and registration is free. Tender submissions cannot be uploaded after the return deadline.

The estimated value given at II.2.6) is for the full duration of the contract, which is up to seven (7) years in total.

The contracting authority reserves the right at any time to vary the timescales in this notice, cease the procurement process and not award the contract or to award only part of the opportunity described in this notice. If the contracting authority takes up any of these rights then it will not be responsible for, or pay the expenses or losses, which may be incurred by any candidate or tenderer as a result. Economic operators are solely responsible for their costs and expenses incurred in connection with the preparation of their tender submissions and all stages throughout the procurement. Under no circumstances will the contracting authority be liable for costs or expense borne by the economic operators.

Any questions relating to this procurement must be made via the correspondence area in the Capital eSourcing system.

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

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

High Court, Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The contracting authority will incorporate a minimum 10 calendar days (when using electronic means) standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a contract before a contract is executed. The Public Contracts Regulations 2015 ('Regulations') provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly and within the time limits as defined in the above regulations. Where a contract has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the contract has been entered into the court has the options to award damages and/or to shorten or order the contract ineffective.

### **VI.4.4) Service from which information about the review procedure may be obtained**

High Court, Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom