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Contract

Distribution of the Sandwell Herald 2024 to 2026

Sandwell Metropolitan Borough Council

F03: Contract award notice

Notice identifier: 2024/S 000-004605

Procurement identifier (OCID): ocds-h6vhtk-042679

Published 12 February 2024, 12:35pm

Section I: Contracting authority

I.1) Name and addresses

Sandwell Metropolitan Borough Council

Sandwell Council House, Freeth Street

Oldbury

B69 3DB

Contact

Neil Whitehouse

Email

michelle_hackwood@sandwell.gov.uk

Country

United Kingdom

NUTS code

UKG37 - Sandwell

Internet address(es)

Main address

www.sandwell.gov.uk

Buyer's address

www.sandwell.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

Distribution of the Sandwell Herald 2024 to 2026

Reference number

SMBC 23090

II.1.2) Main CPV code

- 79824000 - Printing and distribution services

II.1.3) Type of contract

Services

II.1.4) Short description

The Sandwell Herald is the council's newspaper for residents. The Herald is designed fully in-house and print is handled through a separate contract. Sandwell Council's Communications and Corporate Affairs Team required a contractor to handle the distribution of approximately 146,825 copies of the Sandwell Herald newspaper in line with its current look for up to six editions for the period 05 February 2024 to 31 January 2026. The number of editions over the two-year contract, pagination and quantities required are subject to budget and demand. Public Health Booklets Distribution and Print Sandwell Council's Public Health Team is expecting to publish up to three booklets over two years – this includes two winter booklets (anticipated to distribute in late November 2025 and late November 2026), with the potential for one further booklet at some point during the two-year contract.

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: £211,000

II.2) Description

II.2.2) Additional CPV code(s)

- 79824000 - Printing and distribution services
- 64111000 - Postal services related to newspapers and periodicals

II.2.3) Place of performance

NUTS codes

- UKG37 - Sandwell

II.2.4) Description of the procurement

The Sandwell Herald is the council's newspaper for residents. The Herald is designed fully in-house and print is handled through a separate contract. Sandwell Council's Communications and Corporate Affairs Team required a contactor to handle the distribution of approximately 146,825 copies of the Sandwell Herald newspaper in line with its current look for up to six editions for the period 05 February 2024 to 31 January 2026. The number of editions over the two-year contract, pagination and quantities required are subject to budget and demand. Public Health Booklets Distribution and Print Sandwell Council's Public Health Team is expecting to publish up to three booklets over two years – this includes two winter booklets (anticipated to distribute in late November 2025 and late November 2026), with the potential for one further booklet at some point during the two-year contract.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40%

Price - Weighting: 60%

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-037131](#)

Section V. Award of contract

Contract No

Distribution of the Sandwell Herald

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

25 January 2024

V.2.2) Information about tenders

Number of tenders received: 2

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

The Letterbox Consultancy Ltd

45 Palmers Way, Cheshunt

Herts

EN8 9HS

Country

United Kingdom

NUTS code

- UKH23 - Hertfordshire

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £211,000

Total value of the contract/lot: £183,651.96

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

The High Court of England

Royal Court of Justice the Strand

London

WC2A 2LL

Country

United Kingdom