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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](mailto:michelle_hackwood@sandwell.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKG37 - Sandwell

**Internet address(es)**

Main address

[www.sandwell.gov.uk](http://www.sandwell.gov.uk)

Buyer's address

[www.sandwell.gov.uk](http://www.sandwell.gov.uk)

**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**

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 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.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 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.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

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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.2.1) Previous publication concerning this procedure**

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

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## **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

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## **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