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Contract

## **Bulk Printing and Mailing Services for The London Borough of Harrow**

Harrow Council

F03: Contract award notice

Notice identifier: 2024/S 000-005464

Procurement identifier (OCID): ocds-h6vhtk-03e462

Published 20 February 2024, 9:22am

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

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

Harrow Council

London Borough of Harrow, Forward Drive

Harrow

HA3 8FL

#### **Contact**

Mr Martin Trim

#### **Email**

[Martin.Trim@harrow.gov.uk](mailto:Martin.Trim@harrow.gov.uk)

#### **Telephone**

+44 2088635611

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.harrow.gov.uk>

Buyer's address

<http://www.harrow.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**

Bulk Printing and Mailing Services for The London Borough of Harrow

Reference number

DN679580

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

Services

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

Provision of a Bulk Printing and Mailing Services for The London Borough of Harrow.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Lowest offer: £419,068.42 / Highest offer: £899,068.42 taken into consideration

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

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

NUTS codes

- UK - United Kingdom

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

A service contract for the processing, production, collation, printing, enveloping, mailing and delivery of both personalised and non-personalised documents relating to but not limited to Council Tax, Business Rates, BID's (business improvement districts), Council Tax Support, Housing Benefits (including Housing Benefit Overpayments) and Parking Notices. The contract also includes comms/environment leaflets and mailshots works.

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

Quality criterion - Name: Quality / Weighting: 45

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 45

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

Options: Yes

Description of options

The contract is for 4 years with an optional extension clause of 2 years in periods at the discretion of the Council.

A contract option allows the purchase of additional/similar services up to a maximum value of £60,000 pa.

### **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 000-021159](#)

#### **IV.2.9) Information about termination of call for competition in the form of a prior information notice**

The contracting authority will not award any further contracts based on the above prior information notice

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## **Section V. Award of contract**

### **Title**

Bulk Printing and Mailing Services

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

24 January 2024

#### **V.2.2) Information about tenders**

Number of tenders received: 3

Number of tenders received from SMEs: 1

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: 3

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

**V.2.3) Name and address of the contractor**

Financial Data Management Ltd

7 Electra Business Park, 160 Bidder Street

London

E16 4ES

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

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

Lowest offer: £419,068.42 / Highest offer: £899,068.42 taken into consideration

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## **Section VI. Complementary information**

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

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

The High Court

The Strand

London

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

The London Borough of Harrow

Forward Drive

Harrow

HA3 8FL

Email

[procurement@harrow.gov.uk](mailto:procurement@harrow.gov.uk)

Country

United Kingdom