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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): ocids-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

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

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

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

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

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

Country

United Kingdom