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Tender

## **TD2235 - Supply Of Papers, Cards, Plain, Printed, and Printed Postage Impression (PPI) Envelopes**

DERBY CITY COUNCIL

F02: Contract notice

Notice identifier: 2025/S 000-005675

Procurement identifier (OCID): ocds-h6vhtk-04e383

Published 18 February 2025, 4:24pm

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

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

DERBY CITY COUNCIL

Corporation Street

Derby

DE12FS

#### **Email**

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

#### **Country**

United Kingdom

#### **Region code**

UKF11 - Derby

#### **Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<https://www.eastmidstenders.org/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.eastmidstenders.org/>

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

TD2235 - Supply Of Papers, Cards, Plain, Printed, and Printed Postage Impression (PPI) Envelopes

Reference number

TD2235 / DN763908

#### II.1.2) Main CPV code

- 30197630 - Printing paper

#### II.1.3) Type of contract

Supplies

#### II.1.4) Short description

Derby City Council (the Council) is undertaking this procurement to establish a contract for the supply Paper, Card, and Envelopes in various sizes and weights.

The initial contract period is for 3 years (36 months) the contract is estimated to commence 18th May 2025 and expire 17th May 2028.

There will be an option to extend the contract for two (2) years in 12-month increments, subject to satisfactory performance and business needs. Maximum contract period is five (5) years (60 months)

Further information can be found in the tender documents which are published on <https://www.eastmidstenders.org/>. Please search for TD2235 and register your interest in order to access the tender documents and to submit a bid.

#### II.1.5) Estimated total value

Value excluding VAT: £320,000

#### II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Lot 1 - Paper and Card Requirements

Lot No

1

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

- 30197630 - Printing paper

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

NUTS codes

- UKF11 - Derby

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

The requirement is for the supply of paper and card in various weights and sizes ranging from a minimum weight of 75gsm up to 300gsm and sizes from A4 to SRA3 coated and uncoated stock with the majority of this being white but there will occasionally be need for coloured paper, card, and speciality paper.

Further Information is located in Part Three - Specification.

### **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: £270,000

### **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

The initial contract period is for 3 years (36 months) the contract is estimated to commence 18th May 2025 and expire 17th May 2028.

There will be an option to extend the contract for two (2) years in 12-month increments, subject to satisfactory performance and business needs. Maximum contract period is five (5) years (60 months)

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

Variants will be accepted: No

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

Options: Yes

Description of options

The initial contract period is for 3 years (36 months) the contract is estimated to commence 18th May 2025 and expire 17th May 2028.

There will be an option to extend the contract for two (2) years in 12-month increments, subject to satisfactory performance and business needs. Maximum contract period is five (5) years (60 months)

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

#### **II.2.1) Title**

Lot 2 - Envelope Requirements

Lot No

2

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

- 30199710 - Printed envelopes

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

NUTS codes

- UKF11 - Derby

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

The requirement is for the supply of Plain, Printed and Postage Printed Impression (PPI) Envelopes with the Royal Mail logo on the right-hand top corner and which meets the Royal Mail specification. The Council requirement is for a mix of window and non-window, gummed, machine, self-seal, peel, and seal envelopes in various sizes ranging from C6 to oversize C4.

Further Information is in Part Three - Specification

#### **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: £35,000

#### **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

The initial contract period is for 3 years (36 months) the contract is estimated to commence 18th May 2025 and expire 17th May 2028.

There will be an option to extend the contract for two (2) years in 12-month increments, subject to satisfactory performance and business needs. Maximum contract period is five (5) years (60 months)

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

Variants will be accepted: No

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

Options: Yes

Description of options

The initial contract period is for 3 years (36 months) the contract is estimated to commence 18th May 2025 and expire 17th May 2028.

There will be an option to extend the contract for two (2) years in 12-month increments, subject to satisfactory performance and business needs. Maximum contract period is five (5) years (60 months)

## **II.2) Description**

### **II.2.1) Title**

Lot 3 - Large Format

Lot No

3

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

- 30197630 - Printing paper

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

NUTS codes

- UKF11 - Derby

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

The requirement is for large format paper in sizes A0, A1, A2 in various weights coated and uncoated stock and Roll Banners.

### **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: £15,000

## **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

The initial contract period is for 3 years (36 months) the contract is estimated to commence 18th May 2025 and expire 17th May 2028.

There will be an option to extend the contract for two (2) years in 12-month increments, subject to satisfactory performance and business needs. Maximum contract period is five (5) years (60 months)

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

Variants will be accepted: No

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

Options: Yes

Description of options

The initial contract period is for 3 years (36 months) the contract is estimated to commence 18th May 2025 and expire 17th May 2028.

There will be an option to extend the contract for two (2) years in 12-month increments, subject to satisfactory performance and business needs. Maximum contract period is five (5) years (60 months)

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

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

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

See Part Two - Terms and Conditions

#### **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As per Part Two - Specification

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

Date

31 March 2025

Local time

2:00pm

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

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

Date

31 March 2025

Local time

2:15pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Approx 9 months prior to contract expiry

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

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

Derby City Council

The Council House, Corporation Street, Derby

Derby

DE1 2FS

Email

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

Country

United Kingdom