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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

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

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)

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

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

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

Country

United Kingdom