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Tender

## **Waltham Forest Newspaper and Leaflets Distribution**

London Borough of Waltham Forest

F02: Contract notice

Notice identifier: 2025/S 000-006114

Procurement identifier (OCID): ocids-h6vhtk-04e4bd

Published 20 February 2025, 11:17am

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

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

London Borough of Waltham Forest

Waltham Forest Town Hall, 701 Forest Road

Walthamstow

E17 4JF

#### **Contact**

Mr Raymond Koker

#### **Email**

[raymond.koker@walthamforest.gov.uk](mailto:raymond.koker@walthamforest.gov.uk)

#### **Telephone**

+44 2084963000

#### **Country**

United Kingdom

**Region code**

UKI - London

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<https://procontract.due-north.com/Advert/Index?advertId=26b89afb-eded-ef11-8134-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=26b89afb-eded-ef11-8134-005056b64545>

**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**

Waltham Forest Newspaper and Leaflets Distribution

Reference number

DN759516

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

- 64000000 - Postal and telecommunications services

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

Services

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

The London Borough of Waltham Forest is seeking to invite tender for the distribution of the Waltham Forest Newspaper and Leaflets. The authority prints approximately 480,000 copies of the Waltham Forest news annually. The newspapers are printed quarterly and are distributed to residents and businesses with the borough. The Waltham Forest News and leaflets have proven to be a vital communication tool for conveying the Council's message across to its residents. It plays an integral role in reaching all demographics, including the most vulnerable residents in the borough.

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

This contract is divided into lots: No

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

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

NUTS codes

- UKI - London

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

This procurement seeks a suitable service provider for the distribution of hard copies of the Waltham Forest News. The successful tenderer will be responsible for the door-to-

door distribution of the Waltham Forest Newspaper and communication leaflets. The distribution must be carried out promptly to meet the authority's target and it should follow environmentally friendly practice in line the authority's goal of achieving net zero emission by 2030.

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

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

24 months Extension Possibility

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

Variants will be accepted: No

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

Date

24 March 2025

Local time

4:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

24 March 2025

Local time

4:10pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

Royal Court of Justice

Strand

London

WC2A 2LL

Country

United Kingdom