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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): ocds-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

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

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

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

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