

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/006197-2024>

Tender

## **WCC Outgoing Postage Service**

Warwickshire County Council

F02: Contract notice

Notice identifier: 2024/S 000-006197

Procurement identifier (OCID): ocds-h6vhtk-043d04

Published 27 February 2024, 9:26am

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

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

Warwickshire County Council

Shire Hall, Market Square

WARWICK

CV344RL

#### **Email**

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

#### **Country**

United Kingdom

#### **Region code**

UKG13 - Warwickshire

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

Not on any register

**Internet address(es)**

Main address

[www.warwickshire.gov.uk](http://www.warwickshire.gov.uk)

**I.3) Communication**

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

<https://in-tendhost.co.uk/csw-jets.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/csw-jets.aspx/Home>

**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**

WCC Outgoing Postage Service

Reference number

WCC 18151

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

- 64000000 - Postal and telecommunications services

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

Services

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

Warwickshire County Council (the Council) is seeking to re-procure its outgoing mail contract. WCC currently operates a traditional mailroom, where franked mail is collected daily. Moving forward, under a new contract, there is an immediate need to continue sending traditional hard copy mail, along with a move to a hybrid mail solution within the contract term.

WCC is therefore looking for a supplier who will work together with the Council to provide traditional outgoing mail services and to implement a hybrid solution within the timeframe of this contract. This will be subject to all costs, implementation risks and disruption to our current service being managed effectively by both WCC and our new partner for outgoing mail services

#### **II.1.5) Estimated total value**

Value excluding VAT: £750,000

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

This contract is divided into lots: No

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

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

- 64000000 - Postal and telecommunications services

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

NUTS codes

- UKG3 - West Midlands

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

Warwickshire County Council (the Council) is seeking to re-procure its outgoing mail contract. WCC currently operates a traditional mailroom, where franked mail is collected daily. Moving forward, under a new contract, there is an immediate need to continue sending traditional hard copy mail, along with a move to a hybrid mail solution within the contract term.

WCC is therefore looking for a supplier who will work together with the Council to provide traditional outgoing mail services and to implement a hybrid solution within the timeframe of this contract. This will be subject to all costs, implementation risks and disruption to our current service being managed effectively by both WCC and our new partner for outgoing mail services

### **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: £750,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The contract may be subject to renewal after the initial period or following any extension.

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

The initial contract term will be for a period of 2 years.

The Council reserves the right to extend the Contract by further periods not exceeding 24 months in total .

#### **II.2.14) Additional information**

Warwickshire County Council will be using its e-tendering system (In-Tend) for the administration of this procurement process and providers must register with the system to be able to express an interest.

The web address is: <https://in-tendhost.co.uk/csw-jets.aspx/Home>.

Registration and use of In-Tend is free. Once registered, all correspondence for this procurement process must be via the in-tend correspondence function. However, if you are unable to register with the website please email us at [procurement@warwickshire.gov.uk](mailto:procurement@warwickshire.gov.uk)

During the course of the contract period the range and scope of these services may be subject to modification and variation to meet the changing needs and requirements of the Council, potential changes in legislation and the changing demands placed on the Council by its customers.

---

## **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

27 March 2024

Local time

12:00pm

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

English

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

Date

27 March 2024

Local time

12:05pm

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

### **VI.3) Additional information**

Warwickshire County Council will be using its e-tendering system (CSW-JETS) for the administration of this procurement process.

Providers must register with the system to be able to express an interest and download documents. The web address for CSW Jets is: <https://in-tendhost.co.uk/csw-jets.aspx/Home>

Registration and use of CSW Jets is free. All correspondence or clarifications relating to this procurement must be via the CSW JETS correspondence function. If you are having trouble registering with CSW JETS please email us at:

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

Providers must register on CSW JETS and express an interest in this project in order to download tender documents and be able to correspond with us about this procurement.

During the course of the Contract period the range and scope of these services may be subject to modification and variation to meet the changing needs and requirements of the Council, potential changes in legislation, and the changing demands placed on the Council by its customers.

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

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

Royal Court of Justice

The Strand

London

Country

United Kingdom