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Tender

## **Print and Post**

Babergh District Council  
Mid Suffolk District Council

F02: Contract notice

Notice identifier: 2025/S 000-006947

Procurement identifier (OCID): ocds-h6vhtk-04e72f

Published 21 February 2025, 4:02pm

## **Section I: Contracting authority**

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

Babergh District Council

Endeavour House, 8 Russell Road

Ipswich

IP1 2BX

#### **Email**

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

#### **Country**

United Kingdom

#### **NUTS code**

UKH14 - Suffolk

#### **Internet address(es)**

Main address

<http://www.suffolksourcing.uk/>

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

Mid Suffolk District Council

Endeavour House, Russell Road

Ipswich

IP1 2BX

#### **Email**

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

#### **Country**

United Kingdom

#### **NUTS code**

UKH14 - Suffolk

#### **Internet address(es)**

Main address

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

### **I.2) Information about joint procurement**

The contract involves joint procurement

### **I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<http://www.suffolksourcing.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.suffolksourcing.uk/>

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**

Housing and community amenities

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Print and Post

Reference number

530

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

- 79823000 - Printing and delivery services

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

Services

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

Babergh District Council and Mid Suffolk District Council are inviting suppliers to tender for the provision of Print and Post across both councils, with the potential for a hybrid mail solution. As part of Babergh District Council and Mid Suffolk District Councils' ongoing commitment to drive efficiencies across our workforces, we are seeking suppliers to support in the delivery of this service which will be split into two separate lots. Lot 1 being a standard bulk printing and post requirement and Lot 2 for our more bespoke printing requirements. We are looking to implement this service by 1st July 2025 (This could be

subject to change), with an initial contract term of 36 months and an option to extend by up to a further 24 months. Further details can be found in the •My Tenders• area of this website, by selecting the •view details• button for this project.

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

Value excluding VAT: £950,000

#### **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**

Print and Post-Standard Bulk Printing

Lot No

1

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

- 79824000 - Printing and distribution services
- 79810000 - Printing services
- 79800000 - Printing and related services
- 79820000 - Services related to printing
- 79811000 - Digital printing services
- 79823000 - Printing and delivery services

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

NUTS codes

- UKH14 - Suffolk

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

The Contractor will provide the required service for our standard bulk printing

requirements, including various elements in relation to Babergh District Council and Mid Suffolk District Council, and may include: • annual and in-year personalised invoices. • annual and in-year personalised letters. • annual and in-year personalised forms. (This on occasions may include inserts)

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 July 2025

End date

30 June 2028

This contract is subject to renewal

Yes

Description of renewals

This includes a contract extension period of up to a further 24 months taking the final expiry to 30/06/2030.

#### **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

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

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

## Print and Post-Bespoke Printing

Lot No

2

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

- 79824000 - Printing and distribution services
- 79810000 - Printing services
- 79800000 - Printing and related services
- 79820000 - Services related to printing
- 79821000 - Print finishing services
- 79823000 - Printing and delivery services

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

NUTS codes

- UKH14 - Suffolk

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

In addition to the standard letters and invoicing Babergh District Council & Mid Suffolk District Councils require newsletters, agenda and bespoke items, some with additional finishing requirements including comb binding or lamination. • various annual and in-year newsletters. • various in-year Council committee agendas. • personalised and ad hoc marketing materials including posters • Compilation of multiple items in 'packages' matched on common factors. • The option to develop e-comms methods of mail delivery and tracking

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 July 2025

End date

30 June 2028

This contract is subject to renewal

Yes

Description of renewals

Option to extend for up to a further 24 months with a final end date of the 30/06/2030

#### **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 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

As detailed in tender documentation

##### **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

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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

12:00pm

#### **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

24 March 2025

Local time

12:00pm

Place

online



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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Public Procurement Review Service

Cabinet Office

London

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

As specified within the tender documents.