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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): ocids-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

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

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

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

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

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

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.