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Tender

Print and Send

Portsmouth Water Limited, 02536455

F05: Contract notice – utilities

Notice identifier: 2025/S 000-006968

Procurement identifier (OCID): ocds-h6vhtk-04e741

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Section I: Contracting entity

I.1) Name and addresses

Portsmouth Water Limited, 02536455

PO Box 8, West Street, Havant

Hampshire

PO9 1LG

Contact

Frances Hallworth

Email

frances.hallworth@portsmouthwater.co.uk

Telephone

+44 2392499888

Country

United Kingdom

Region code

UKJ - South East (England)

Internet address(es)

Main address

<http://www.portsmouthwater.co.uk/>

Buyer's address

<https://portsmouthwater.delta-esourcing.com/>

I.3) Communication

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

<https://www.delta-esourcing.com/respond/DJ45593K45>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/respond/DJ45593K45>

Tenders or requests to participate must be submitted to the above-mentioned address

I.6) Main activity

Water

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Print and Send

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

To provide Portsmouth Water with Print Management, Bill Print and Send, Print on demand, Direct Mail Campaigns, Customer Letters, Incident Communication, Storage/Stock management. Portsmouth water will be asking for fixed prices for a catalogue of goods and services relating to print services and product charges (e.g. paper and envelope costs). For further details of the goods and services to be provided, organisations should refer to the outline Scope of Services issued as part of the SQ documents. The contract is expected to start in 2026 and will be for a period of 5 years with the option to extend by a further period or periods of up to 5 years at Portsmouth Water's discretion (a maximum period of 10 years in total).

II.1.5) Estimated total value

Value excluding VAT: £5,200,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79800000 - Printing and related services
- 79810000 - Printing services
- 79811000 - Digital printing services

- 79820000 - Services related to printing
- 79821000 - Print finishing services
- 79824000 - Printing and distribution services
- 22000000 - Printed matter and related products
- 22100000 - Printed books, brochures and leaflets
- 22458000 - Bespoke printed matter
- 22900000 - Miscellaneous printed matter
- 30199700 - Printed stationery except forms
- 30199710 - Printed envelopes

II.2.3) Place of performance

NUTS codes

- UKJ - South East (England)

Main site or place of performance

SOUTH EAST (ENGLAND)

II.2.4) Description of the procurement

This procurement seeks to procure the services relating to the printing and postage of our customer communications directly sent to named customers. Examples of communications can include: Customer bills; Tailored letters following customer queries; Specified inserts relating to individual bills including Bank giro Credit Vouchers. This will require the supplier to integrate with Portsmouth Water's Customer Relationship Management System to receive and send print files to provide services. Approximately, 550,000 customer communications will be printed and sent to customers annually using postage as its core provider of delivery. The supplier will be responsible for the end to end management from receipt of data through to delivery by the postal supplier or via door drop delivery.

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: £5,200,000

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

Duration in months

120

This contract is subject to renewal

Yes

Description of renewals

5 years contract (60 months), with the option to extend an additional 5 years (60 months)

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

Maximum number: 7

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.1.2) 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

III.1.6) Deposits and guarantees required

A guarantee may be required in accordance with the SQ Pack

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Negotiated procedure with prior call for competition

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

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: 6 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

This procurement process is being conducted in successive stages and only those organisations which are successful and shortlisted at selection-stage will be invited to submit an initial tender. Interested organisations must complete and submit a completed Selection Questionnaire by the specified closing date and time. Submissions cannot be uploaded after this return deadline. Other than the Selection Questionnaire Pack and Selection Questionnaire, the procurement documents published at the date of this Notice are in draft form, and Portsmouth Water reserves the right to amend, augment and supplement any document. Portsmouth Water reserves the right at any time to cease the procurement process and not award any contract or to award only part of the opportunities described in this Notice. If Portsmouth Water takes up this right, then it will not be responsible for or required to pay the expenses or losses, which may be incurred by any organisation or Tenderer resulting therefrom. Except for the Contract (if any) concluded with the successful Tenderer, nothing in the procurement process shall create a contract, whether express or implied, between Portsmouth Water and any Applicant or Tenderer. Portsmouth Water intends to select approximately 5 Applicants to proceed to the next stage of the procurement. However, it reserves the right to select or negotiate with fewer if there are fewer suitable candidates or compliant bids, or more if necessary to ensure meaningful competition. Portsmouth Water may conduct the negotiations in successive stages in order to reduce the number of Tenders to be negotiated, by applying the award criteria specified in the ITT. It reserves the right at any time to close negotiations and award the Contract. Portsmouth Water undertakes to hold confidential any information provided in the proposal submitted, subject to its obligations under the law including Environmental Information Regulations and the UK GDPR. If the organisation considers that any of the information submitted in the proposal should not be disclosed because of its commercial sensitivity, then this should be stated with the reason for considering it commercially sensitive. Portsmouth Water will then endeavour to consult

with the Applicant about such commercially sensitive information when considering any request for information (e.g. under the EIR), before replying to such a request. Portsmouth Water reserves the right to carry out additional financial checks on all organisations bidding for this opportunity at any time during the procurement process. This is to ensure that they continue to meet its requirements and remain financially viable to fulfil the requirements under the proposed contract.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Hampshire:-Printing-and-related-services./DJ45593K45>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/DJ45593K45>

GO Reference: GO-2025221-PRO-29524762

VI.4) Procedures for review

VI.4.1) Review body

High Court

The Strand, Havant

London

WC2A 2L

Email

Frances.hallworth@portsmouthwater.co.uk

Telephone

+44 2392499888

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Portsmouth Water will incorporate a minimum 10 calendar day standstill period at the point information on the award of the Contract is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a Contract before a contract is executed/signed (as appropriate). The Utilities Contracts Regulations 2016 ('Regulations') provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly and within the time limits as defined in the above Regulations. Where a Contract has not been entered into the court may order the setting aside of the award decision or order the contracting entity to amend any document and may award damages. If a Contract has been entered into the court has the options to award damages and/or to shorten or order the Contract ineffective.

VI.4.4) Service from which information about the review procedure may be obtained

High Court

The Strand

London,

WC2A 2LL

Country

United Kingdom