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Tender

008150 - Postal Services (Bulk and Hybrid Mail)

Newcastle City Council

F02: Contract notice

Notice identifier: 2023/S 000-007136

Procurement identifier (OCID): ocds-h6vhtk-03b20a

Published 10 March 2023, 4:28pm

Section I: Contracting authority

I.1) Name and addresses

Newcastle City Council

Civic Centre

NEWCASTLE-UPON-TYNE

NE1 8QH

Contact

James Wood

Email

James.Wood@newcastle.gov.uk

Telephone

+44 1912777433

Country

United Kingdom

Region code

UKC22 - Tyneside

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

I.3) Communication

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

<https://www.nepo.org/>

Additional information can be obtained from the above-mentioned address

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

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

008150 - Postal Services (Bulk and Hybrid Mail)

Reference number

008150 - Postal Services (Bulk and Hybrid Mail)

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

Newcastle City Council is seeking to appoint a provider of Postal Services to print and mail our outgoing hard copy correspondence. This outgoing mail will be the Council's;

-Bulk Mailings (Council tax demands, Business Rates, Parking and other FPNs etc)

-Hybrid Mail (Low run or individual letters sent by individual officers)

The provider should be able to accept files for printing and mailing to provide printed material, direct/ bulk and hybrid mail.

II.1.5) Estimated total value

Value excluding VAT: £1,300,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products
- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UKC - North East (England)

II.2.4) Description of the procurement

Newcastle City Council is seeking to appoint a provider of Postal Services to print and mail our outgoing hard copy correspondence. This outgoing mail will be the Council's;

-Bulk Mailings (Council tax demands, Business Rates, Parking and other FPNs etc)

-Hybrid Mail (Low run or individual letters sent by individual officers)

The provider should be able to accept files for printing and mailing to provide printed material, direct/ bulk and hybrid mail.

To view documents and submit tender-

<https://www.nepo.org/>

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

24

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

2 x 12 month options to extend

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

13 April 2023

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

14 April 2023

Local time

12:00pm

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

N/A

N/A

Country

United Kingdom