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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](mailto: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

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## **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

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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

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

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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**

N/A

N/A

Country

United Kingdom