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Tender

## **Printing and Postage Service**

Printing and postage service ITT034LM

F02: Contract notice

Notice identifier: 2023/S 000-008255

Procurement identifier (OCID): ocds-h6vhtk-03b306

Published 22 March 2023, 9:38am

### **Section I: Contracting authority**

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

Printing and postage service ITT034LM

Tewkesbury Borough Council Offices, Gloucester Road, GL20 5TT

Tewkesbury

#### **Email**

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

#### **Country**

United Kingdom

#### **NUTS code**

UKK13 - Gloucestershire

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

Main address

<https://in-tendhost.co.uk/tewkesbury.aspx/Home>

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

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

<https://in-tendhost.co.uk/tewkesbury/asp/Home>

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**

Printing and Postage Service

Reference number

ITT/034/LM

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

- 64000000 - Postal and telecommunications services

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

Services

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

Tewkesbury Borough Council are inviting tenders for the provision of a Printing and Postage Service. Suppliers that would like to take part in this process are invited to

• Express Interest• upon which will they will be given access to the full documentation through this e-tendering system. When the documents have been made available involved suppliers will receive notification via email and the documents can be accessed from the • My Tenders• area of this website and selecting the • View Details• button of this project. Please allow sufficient time to make your return as late returns will not be permitted. Any questions relating to this should be made via correspondence on the website and can be addressed to the main contact as shown in the details above.

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

Value excluding VAT: £500,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

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

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

- 64000000 - Postal and telecommunications services
- 73200000 - Research and development consultancy services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

NUTS codes

- UKK13 - Gloucestershire

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

Printing and postage service. In order to supply Tewkesbury Borough Council you must register online at: <https://in-tendhost.co.uk/tewkesbury.aspx/HomeTewkesbury> Borough Council uses an electronic procurement portal. Registered suppliers can view all current contracts and will receive notifications of contract opportunities and can register interest for future contracts. Registration and use of the portal is completely free of charge, and your information can be updated as and when required.

#### **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 June 2023

End date

31 May 2028

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: Yes

**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 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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-007526](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

2 May 2023

Local time

9:00am

#### **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**

Tender must be valid until: 1 June 2023

#### **IV.2.7) Conditions for opening of tenders**

Date

2 May 2023

Local time

9:00am

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

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

Tewkesbury Borough Council

Tewkesbury

Country

United Kingdom