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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

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.aspx/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

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

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

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