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Planning

## Print & Postal Services

Oxford City Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

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## Scope

### Description

Oxford City Council will be going out to tender later this year for its print/postal services. We will be looking to secure a 4-year contract with the option to extend for a further year. In advance of the tender process, we are carrying out some market engagement as we are keen to work with suppliers who can assist the council in maximising our opportunities. Some key facts are detailed below but are not exhaustive of the full workload:

- We carry out annual billing resulting in 63,000 council tax bills, 10,000 benefit letters and 4,500 business rate bills being posted in March each year.
- We have housing stock of 10,000 properties and produce quarterly rent statements and annual rent increase letters.
- Monthly council tax and business rate recovery letters are sent (varying volumes from 1,000 - 3000)

- Daily printing of letters and bills, average 250 council tax bills, 50 business rates and 250 benefit letters
- General daily hybrid mail requests (volumes unknown)

### **Contract dates (estimated)**

- 1 November 2025 to 31 October 2029
- Possible extension to 31 October 2030
- 5 years

### **Main procurement category**

Services

### **CPV classifications**

- 64110000 - Postal services
- 79800000 - Printing and related services

### **Contract locations**

- UKJ14 - Oxfordshire

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## **Engagement**

### **Engagement deadline**

7 April 2025

## **Engagement process description**

The Council invites suppliers to present to it on Friday 4th April between 9.15am and 3.45pm remotely via Teams. Suppliers wishing to present should choose one of the following slots which will be allocated on a first come first served basis:

- 9.15am - 9.50am
- 10am - 10.35am
- 10.45am - 11.20am
- 11.30am - 12.05pm
- 12.15pm - 12.50pm
- 1.40pm - 2.15pm
- 2.25pm - 3pm
- 3.10pm - 3.45pm

The 35-minute sessions will include the following:

- 10 minute - Oxford City Council talking through our known requirements and setting out the timelines around our tendering process.
- 20 minute - Presentation from the supplier on what current and future functionality is available in relation to print/post services.
- 5 minute - Q&A

Suppliers should provide details of who will be presenting and their e-mail details so that a Teams invite can be sent.

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## Contracting authority

### Oxford City Council

- Public Procurement Organisation Number: PJQW-3663-YMYQ

Oxford Town Hall, St Aldates

Oxford

OX1 1BX

United Kingdom

Email: [Procurement@oxford.gov.uk](mailto:Procurement@oxford.gov.uk)

Website: <https://www.oxford.gov.uk>

Region: UKJ14 - Oxfordshire

Organisation type: Public authority - sub-central government