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Planning

Print & Postal Services

Oxford City Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - view information

about notice types

Notice identifier: 2025/S 000-009077

Procurement identifier (OCID): ocds-h6vhtk-04ec5e

Published 12 March 2025, 4:33pm

Changes to notice

This notice has been edited. The <u>previous version</u> is still available.

Contact added to arrange meetings

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

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. Please message

mchandler@oxford.gov.uk

Contracting authority

Oxford City Council

Public Procurement Organisation Number: PJQW-3663-YMYQ

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United Kingdom

Email: Procurement@oxford.gov.uk

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

Region: UKJ14 - Oxfordshire

Organisation type: Public authority - sub-central government