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Contract

West Berkshire Council / Council Tax and associated mailing services

West Berkshire District Council

F03: Contract award notice

Notice identifier: 2024/S 000-009349

Procurement identifier (OCID): ocds-h6vhtk-04021c

Published 22 March 2024, 11:31am

Section I: Contracting authority

I.1) Name and addresses

West Berkshire District Council

Council Offices, Market Street

Newbury

RG14 5LD

Email

procurement@westberks.gov.uk

Country

United Kingdom

NUTS code

UKJ11 - Berkshire

Internet address(es)

Main address

www.westberks.gov.uk

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

West Berkshire Council / Council Tax and associated mailing services

Reference number

P00001103

II.1.2) Main CPV code

- 79571000 - Mailing services

II.1.3) Type of contract

Services

II.1.4) Short description

This is an award notice published for the West Berkshire Council's Revenues and Benefits team for the contract for mailing services (set up, printing, fulfilment and postage) which will cover dispatch of annual Council Tax billing, business rates and housing benefit information across the next three years.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £161,062.03

II.2) Description

II.2.2) Additional CPV code(s)

- 79570000 - Mailing-list compilation and mailing services

II.2.3) Place of performance

NUTS codes

- UKJ11 - Berkshire

II.2.4) Description of the procurement

Mailing services (set up, printing, fulfilment and postage) to cover the dispatch of annual Council Tax billing, business rates and house benefit information across the next 3 years.

II.2.5) Award criteria

Quality criterion - Name: Technical or quality including mailing sample plus 10% social value / Weighting: 60%

Cost criterion - Name: Cost / Weighting: 40%

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: No

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-027693](#)

Section V. Award of contract

Contract No

CL765/P00001103

Title

West Berkshire Council/Council Tax and associated mailing services

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

21 December 2023

V.2.2) Information about tenders

Number of tenders received: 8

Number of tenders received from SMEs: 3

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 8

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

CFH DOCMAIL LTD

St Peter's Park, Wells Road Radstock, Bath, Somerset, BA3 3UP

Bath

BA3 3UP

Country

United Kingdom

NUTS code

- UKK23 - Somerset

National registration number

01716891

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £210,000

Total value of the contract/lot: £161,062

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

The High Court

London

Country

United Kingdom