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Tender

Hybrid Mail (Off-Site) Services

Bridgend County Borough Council

F02: Contract notice

Notice identifier: 2022/S 000-010469

Procurement identifier (OCID): ocds-h6vhtk-032f83

Published 22 April 2022, 12:31pm

Section I: Contracting authority

I.1) Name and addresses

Bridgend County Borough Council

Bridgend County Borough Council, Procurement Unit, Civic Offices, Angel Street

Bridgend

CF31 4WB

Email

natalie.phillips@bridgend.gov.uk

Telephone

+44 1656642596

Country

United Kingdom

NUTS code

UKL17 - Bridgend and Neath Port Talbot

Internet address(es)

Main address

<http://www.bridgend.gov.uk>

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0417

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://etenderwales.bravosolution.co.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

Other activity

Mail

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Hybrid Mail (Off-Site) Services

Reference number

B392/21

II.1.2) Main CPV code

- 64216120 - Electronic mail services

II.1.3) Type of contract

Services

II.1.4) Short description

Bridgend CBC have used a provider for Hybrid Mail (Off Site) Services for the previous eight years, and are running an invitation to tender to supply hybrid mail for the next three years.

Bridgend CBC introduced hybrid mail to reduce the amount of on site printing, reduce administration, and to eliminate the requirement for a courier service between different buildings. The ability to print end of year council tax and housing benefit letters has reduced the need for printing approximately 60,000 letters and the administration of packing 60,000 envelopes over a two week period in March each year.

During the Covid-19 pandemic over the last twenty two months, the ability for officers to continue to distribute letters to customers and stakeholders, whilst working from home, by printing to the hybrid mail print driver installed locally on each laptop has been a massive benefit to the business as officers moved seamlessly to working from home.

Volume of letters sent to our provider has remained pretty consistent over the last four years at around half a million items per annum, as has annual spend of approximately GBP 240,000.

II.1.5) Estimated total value

Value excluding VAT: £960,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 64216120 - Electronic mail services
- 64112000 - Postal services related to letters
- 64110000 - Postal services
- 64000000 - Postal and telecommunications services
- 64200000 - Telecommunications services

II.2.3) Place of performance

NUTS codes

- UKL17 - Bridgend and Neath Port Talbot

II.2.4) Description of the procurement

Please see procurement documentation for more information

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £960,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 April 2022

End date

28 February 2025

This contract is subject to renewal

Yes

Description of renewals

with the option to extend for 12 months

II.2.10) Information about variants

Variants will be accepted: No

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 III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

Date

23 May 2022

Local time

11:00am

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

23 May 2022

Local time

12:00pm

Place

E-Tender Wales Bravo, online

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at

https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=120660

(WA Ref:120660)

The buyer considers that this contract is suitable for consortia.

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom