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Tender

Print and Mail Services

ENERGIA GROUP NI HOLDINGS LIMITED

F05: Contract notice – utilities

Notice identifier: 2021/S 000-010683

Procurement identifier (OCID): ocds-h6vhtk-02b12c

Published 14 May 2021, 1:38pm

Section I: Contracting entity

I.1) Name and addresses

ENERGIA GROUP NI HOLDINGS LIMITED

Greenwood House 64 Newforge Lane

Belfast

BT95NF

Email

billprint@energiagroup.co.uk

Country

United Kingdom

NUTS code

UKN - Northern Ireland

Internet address(es)

Main address

www.energiagroup.com

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://procurement.energiagroup.com/share/page/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procurement.energiagroup.com>

Tenders or requests to participate must be submitted to the above-mentioned address

I.6) Main activity

Electricity

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Print and Mail Services

Reference number

EG21001

II.1.2) Main CPV code

- 79824000 - Printing and distribution services

II.1.3) Type of contract

Services

II.1.4) Short description

The procurement of bill and letter print services and mailing services to a number of companies in the Energia Group.

II.1.5) Estimated total value

Value excluding VAT: £9,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 64112000 - Postal services related to letters

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

II.2.4) Description of the procurement

Energia Group is seeking to procure bill and letter print services (Print Services) and mailing services for the delivery of bills, letters and other mail to customers in NI and ROI (Mail Services).

The provision of Print Services is expected to commence in September 2021.

The provision of Mail Services is expected to commence in June 2022.

Performance of the Print Services and Mail Services will be across NI and ROI.

Energia NI Holdco will be the contracting entity however the Print and Mail Services will be provided to a number of companies in the Energia Group, under the Power NI and Energia brands, to include:

- providing print materials, including stationery and envelopes;
- printing letters endorsed with either the Power NI or Energia brand via a white paper solution;
- interfacing with Energia's existing mail services provider.
- providing daily, weekly and monthly operational reporting, including transactional data, stocking levels and management reporting.
- providing postal and courier services for the final delivery of bills, letters and other mail to customers addresses.

Indicative annual bill and letter print volumes are:

- 1,887,000 Power NI bills and letters
- 790,000 Energia domestic bills and letters
- 358,000 Energia commercial bills
- 40,000 Energia commercial Letters

These annual volumes are indicative only and do not constitute a commitment to these volumes due to flexing needs and a change in customer demand.

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

two renewals of up to 12 months each

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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

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

Date

14 June 2021

Local time

2:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

21 June 2021

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

Duration in months: 6 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

Energia Group NI Holdings Limited

Belfast

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Energia Group NI Holdings Limited will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. Applicants which are unsuccessful shall be informed by Energia as soon as possible after the decision has been made as to the reasons why the Applicant was unsuccessful. If an appeal regarding the award of the contract has not been successfully resolved, The Utilities Contracts Regulations 2016 provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take action in the High Court (England, Wales, and Northern Ireland). Any such action must generally be brought within 30 days. If a declaration of ineffectiveness is sought, any such action must be brought within 30 days where Energia has communicated the award of the contract and a summary of reasons to tenderers, or otherwise within 6 months of the contract being entered into. Where a contract has not been entered into, the Court may order the setting aside of the award decision or order Energia to amend any documents and may award damages. If the contract has been entered into the

Court may, depending on the circumstances, award damages, make a declaration of ineffectiveness, order Energia to pay a fine, and/or order that the duration of the contract/s be shortened. The purpose of the standstill period referred to above is to allow the parties to apply to the Courts to set aside the award decision before the contract is entered into.