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Tender

Bulk Mailing

Home Group

F02: Contract notice

Notice identifier: 2023/S 000-011284

Procurement identifier (OCID): ocds-h6vhtk-03c22f

Published 19 April 2023, 6:44pm

Section I: Contracting authority

I.1) Name and addresses

Home Group

2 Gosforth Park Way, Gosforth

Newcastle upon Tyne

NE12 8ET

Contact

Ms Jenny Cooper

Email

jenny.cooper@homegroup.org.uk

Telephone

+44 07909422218

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<http://www.homegroup.org.uk/Pages/default.aspx>

Buyer's address

<http://www.homegroup.org.uk/Pages/default.aspx>

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

www.housingprocurement.com

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.housingprocurement.com

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Bulk Mailing

Reference number

DN666625

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.1.3) Type of contract

Services

II.1.4) Short description

To meet regulatory requirements and to communicate with its customers effectively, Home Group seeks to appoint a service provider to: Print and post annual rent letters; notice to customer of change to charge and regulatory requirement to provide notice before charges are effective so time critical.

Print and post and/or email bulk account statements; notice to customer informing of current balance and include list of transactions made since last account statement (or start of tenancy if no previous account statement received)

Print and post and/or email other ad hoc documents.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

To meet regulatory requirements and to communicate with its customers effectively, Home Group seeks to appoint a service provider to: Print and post annual rent letters; notice to customer of change to charge and regulatory requirement to provide notice before charges are effective so time critical.

Print and post and/or email bulk account statements; notice to customer informing of current balance and include list of transactions made since last account statement (or start of tenancy if no previous account statement received)

Print and post and/or email other ad hoc documents.

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

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

2 extensions of 12 Months

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: Yes

IV.2) Administrative information

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

Date

22 May 2023

Local time

10:00am

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

English

IV.2.7) Conditions for opening of tenders

Date

22 May 2023

Local time

10:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

The High Court of England and Wales

London

WC2A 2LL

Country

United Kingdom