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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](mailto: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](http://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](http://www.housingprocurement.com)

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Housing and community amenities

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**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

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## **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

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## **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