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Tender

## **PQ0592 - Provision of Leaflet / Letter Delivery and posting of site notice**

Birmingham City Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-012348

Procurement identifier (OCID): ocds-h6vhtk-04fb8c ([view related notices](#))

Published 1 April 2025, 4:20pm

### **Scope**

### **Reference**

PQ0592

### **Description**

Birmingham City Council wishes to procure a suitably resourced supplier for the provision of Leaflet and / or Letter distribution. The Council regularly requires small deliveries of letters/ leaflets as well as post site notices to inform residents about proposed projects within the Birmingham area.

This contract will be for a period of 2 years commencing 12th May 2025 until 11th May 2027.

The Council will be using its free to use e-tendering system (in-tend) for the administration of this procurement process and potential suppliers must register with the system to be able to express an interest. If you wish to express an interest in this opportunity please click on the following link to access <https://in-tendhost.co.uk/birminghamcc/> and submit your details to register.

You will then be sent details on how to log on which will enable you to download all relevant quotation documentation. If you are unable to register with In-tend or have any questions or problems on how to use this web site please either email us at: [etendering@birmingham.gov.uk](mailto:etendering@birmingham.gov.uk).

Your completed quotation submission should be returned by noon on 15th April 2025 via the 'in-tend' system <https://in-tendhost.co.uk/birminghamcc>

### **Total value (estimated)**

- £0 excluding VAT
- £0 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 12 May 2025 to 12 May 2027
- 2 years, 1 day

### **Main procurement category**

Services

### **CPV classifications**

- 22140000 - Leaflets
- 30199200 - Envelopes, letter cards and plain postcards
- 30199210 - Letter cards
- 64112000 - Postal services related to letters

- 64121100 - Mail delivery services
- 64121200 - Parcel delivery services
- 79823000 - Printing and delivery services

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## **Submission**

### **Enquiry deadline**

8 April 2025, 1:00pm

### **Tender submission deadline**

15 April 2025, 1:00pm

### **Submission address and any special instructions**

<https://in-tendhost.co.uk/birminghamcc/>

### **Tenders may be submitted electronically**

Yes

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## **Award criteria**

The evaluation of Stage 1 and 2 of this quotation will be based on a pass/fail basis and Stage 3 and 4 being Value Assessment approach that enables the Council to assess a

quotation on Quality (30%) and Price (70%). The assessment of Quality will consider written information provided by the quotation provider in relation to the specific requirements as set out in the quotation documents. All relevant evidence submitted will be assessed/merit rated against pre-determined criteria.

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Documents**

### **Associated tender documents**

<https://in-tendhost.co.uk/birminghamcc>

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## **Contracting authority**

### **Birmingham City Council**

- Public Procurement Organisation Number: PCJJ-4826-QMLZ

Council House, 1 Victoria Square

Birmingham

B1 1BB

United Kingdom

Email: [etendering@birmingham.gov.uk](mailto:etendering@birmingham.gov.uk)

Region: UKG31 - Birmingham

Organisation type: Public authority - sub-central government