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Contract

## **External Printing Services**

Torbay Council

F03: Contract award notice

Notice identifier: 2021/S 000-014381

Procurement identifier (OCID): ocds-h6vhtk-02bfa0

Published 24 June 2021, 10:48am

## **Section I: Contracting authority**

### **I.1) Name and addresses**

Torbay Council

Town Hall, Castle Circus

Torquay

TQ1 3DR

### **Contact**

Mr Adam Harmer

### **Email**

[adam.harmer@torbay.gov.uk](mailto:adam.harmer@torbay.gov.uk)

### **Telephone**

+44 1803208515

**Country**

United Kingdom

**NUTS code**

UKK42 - Torbay

**Internet address(es)**

Main address

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

Buyer's address

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

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

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object****II.1) Scope of the procurement****II.1.1) Title**

External Printing Services

Reference number

DN455672

**II.1.2) Main CPV code**

- 79800000 - Printing and related services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

A Framework to deliver bulk mail fulfilment and printing requirements for Torbay Council.

### **II.1.6) Information about lots**

This contract is divided into lots: Yes

### **II.1.7) Total value of the procurement (excluding VAT)**

Lowest offer: £400,000 / Highest offer: £2,000,000 taken into consideration

## **II.2) Description**

### **II.2.1) Title**

Bulk Mail Fulfilment

Lot No

1A

### **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**

This Lot of the Framework is for the provision of Bulk Mail Fulfilment Services where formatted data is sent to a Supplier who will print, enclose and send the document(s) to the intended recipient. For example: Council tax bills, benefit notifications, BACS remittances, invoices, purchase orders, summonses, NNDR bills, BID (Business Improvement District) invoices, adult social care billing, housing benefit statements.

## **II.2.5) Award criteria**

Quality criterion - Name: Method Statements / Weighting: 30

Price - Weighting: 70

## **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

## **II.2) Description**

### **II.2.1) Title**

Bulk and Jobbing Digital Print

Lot No

1B

### **II.2.2) Additional CPV code(s)**

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

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

This Lot of the Framework is for the provision of Bulk and Jobbing Digital Print. For example: booklets, brochures, flyers, guides, folders, leaflets, letterheads, magazines, NCR pads, newsletters, postcards, posters, stationery, surveys, wallet folders, wire and comb bound books.

## **II.2.5) Award criteria**

Quality criterion - Name: Method Statements / Weighting: 30

Price - Weighting: 70

## **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

## **II.2) Description**

### **II.2.1) Title**

Display

Lot No

1C

### **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**

This Lot of the Framework is for the provision of Display. For example: A2 / A1 / A0 posters, outdoor PVC banners, pop-up displays, roller banners, vinyl hoarding boards.

## **II.2.5) Award criteria**

Quality criterion - Name: Method Statements / Weighting: 30

Price - Weighting: 70

### **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

## **II.2) Description**

### **II.2.1) Title**

Envelopes

Lot No

1D

### **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**

This Lot of the Framework is for the provision of Envelopes. For example: C5, C5+ C5-window and non-window envelopes printed either single sided or double sided.

### **II.2.5) Award criteria**

Quality criterion - Name: Method Statements / Weighting: 30

Price - Weighting: 70

### **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

## **II.2) Description**

### **II.2.1) Title**

Electoral Printing

Lot No

1E

### **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**

This Lot of the Framework is for the provision of Electoral Printing. For example: ballot papers, corresponding number lists, electoral registers, household enquiry forms, invitations to register, personalised postal vote envelopes, poll cards.

### **II.2.5) Award criteria**

Quality criterion - Name: Method Statements / Weighting: 30

Price - Weighting: 70

### **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

## **II.2) Description**

### **II.2.1) Title**

Parking Stationery

Lot No

1F

### **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**

This Lot of the Framework is for the provision of Parking Stationery. For example: PCN rolls, PCN envelopes, paper parking permits, permit holders, scratch-card parking permits, time clocks (examples provided at Appendix Q – Example Parking Stationery).

### **II.2.5) Award criteria**

Quality criterion - Name: Method Statements / Weighting: 30

Price - Weighting: 70

### **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

## **II.2) Description**

### **II.2.1) Title**

Pay & Display Tickets

Lot No

1G

### **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**

This Lot of the Framework is for the provision of Pay & Display Parking Tickets with colour advertising printed on reverse side.

### **II.2.5) Award criteria**

Quality criterion - Name: Method Statements / Weighting: 30

Price - Weighting: 70

### **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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2020/S 006-008736](#)

#### **IV.2.9) Information about termination of call for competition in the form of a prior information notice**

The contracting authority will not award any further contracts based on the above prior information notice

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## **Section V. Award of contract**

### **Contract No**

TCUS2419

### **Lot No**

1A

### **Title**

Framework for Bulk Mail Fulfilment and Electoral Printing

A contract/lot is awarded: Yes

## **V.2) Award of contract**

### **V.2.1) Date of conclusion of the contract**

30 April 2021

### **V.2.2) Information about tenders**

Number of tenders received: 3

The contract has been awarded to a group of economic operators: No

### **V.2.3) Name and address of the contractor**

CFH Docmail Ltd

St Peter's Park, Wells Road

Westfield, Radstock

BA3 3UP

Email

[nicki.newburn@cfh.com](mailto:nicki.newburn@cfh.com)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £330,000 taken into consideration

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### **Section V. Award of contract**

#### **Contract No**

TCUS2419

#### **Lot No**

1A

#### **Title**

Framework for Bulk Mail Fulfilment and Electoral Printing

A contract/lot is awarded: Yes

#### **V.2) Award of contract**

##### **V.2.1) Date of conclusion of the contract**

30 April 2021

##### **V.2.2) Information about tenders**

Number of tenders received: 3

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Dsi Billing Services Limited

Evolution House, Choats Road

Dagenham, Essex

RM9 6BF

Email

[tenderinfo@paragon-cc.co.uk](mailto:tenderinfo@paragon-cc.co.uk)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £330,000 taken into consideration

---

## **Section V. Award of contract**

### **Contract No**

TCUS2419

### **Lot No**

1A

### **Title**

Framework for Bulk Mail Fulfilment and Electoral Printing

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

30 April 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 3

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Delt Shared Services Ltd

Unit 2, Derriford Business Park

Plymouth

PL6 5QZ

Email

[damean.miller@deltservices.co.uk](mailto:damean.miller@deltservices.co.uk)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £300,000 taken into consideration

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### **Section V. Award of contract**

#### **Contract No**

TCUS2419

#### **Lot No**

1B

#### **Title**

Framework for Bulk and Jobbing Digital Print

A contract/lot is awarded: Yes

#### **V.2) Award of contract**

##### **V.2.1) Date of conclusion of the contract**

30 April 2021

##### **V.2.2) Information about tenders**

Number of tenders received: 6

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Sprint Print Limited t/a The Brightsea Print Group

Unit 3, Fair Oak Close, Exeter Airport Business Park

Clyst Honiton, Exeter

EX5 2UL

Email

[mark@brightsea.co.uk](mailto:mark@brightsea.co.uk)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £270,000 taken into consideration



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## **Section V. Award of contract**

### **Contract No**

TCUS2419

### **Lot No**

1B

### **Title**

Framework for Bulk and Jobbing Digital Print

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

30 April 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 6

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Severnprint Ltd t/a Severn

8-11 Ashville Industrial Estate, Bristol Road

Gloucester

GL2 5EU

Email

[marke@severnprint.co.uk](mailto:marke@severnprint.co.uk)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £270,000 taken into consideration

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### **Section V. Award of contract**

#### **Contract No**

TCUS2419

#### **Lot No**

1B

#### **Title**

Framework for Bulk and Jobbing Digital Print

A contract/lot is awarded: Yes

#### **V.2) Award of contract**

##### **V.2.1) Date of conclusion of the contract**

30 April 2021

##### **V.2.2) Information about tenders**

Number of tenders received: 6

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

CLOC Ltd t/a CLOC

51 Lincoln's Inn Fields,

London,

WC2A 3NA

Email

[oj.thomas@artbully.co.uk](mailto:oj.thomas@artbully.co.uk)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £270,000 taken into consideration

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## **Section V. Award of contract**

### **Contract No**

TCUS2419

### **Lot No**

1B

### **Title**

Framework for Bulk and Jobbing Digital Print

A contract/lot is awarded: Yes

## **V.2) Award of contract**

### **V.2.1) Date of conclusion of the contract**

30 April 2021

### **V.2.2) Information about tenders**

Number of tenders received: 6

The contract has been awarded to a group of economic operators: No

### **V.2.3) Name and address of the contractor**

AC Print Ltd

Units 11 & 12 Yalberton Tor Industrial Estate, Alders Way

Paignton

TQ4 7QN

Email

[andy.cousins@acprinttld.co.uk](mailto:andy.cousins@acprinttld.co.uk)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £270,000 taken into consideration

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### **Section V. Award of contract**

#### **Contract No**

TCUS2419

#### **Lot No**

1B

#### **Title**

Framework for Bulk and Jobbing Digital Print

A contract/lot is awarded: Yes

#### **V.2) Award of contract**

##### **V.2.1) Date of conclusion of the contract**

30 April 2021

##### **V.2.2) Information about tenders**

Number of tenders received: 6

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Delt Shared Services Ltd

Unit 2, Derriford Business Park

Plymouth

PL6 5QZ

Email

[damean.miller@deltservices.co.uk](mailto:damean.miller@deltservices.co.uk)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £270,000

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## **Section V. Award of contract**

### **Contract No**

TCUS2419

### **Lot No**

1C

### **Title**

Framework for Display

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

30 April 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 3

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Delt Shared Services Ltd

Unit 2, Derriford Business Park

Plymouth

PL6 5QZ

Email

[damean.miller@deltservices.co.uk](mailto:damean.miller@deltservices.co.uk)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £5,000 taken into consideration

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### **Section V. Award of contract**

#### **Contract No**

TCUS2419

#### **Lot No**

1C

#### **Title**

Framework for Display

A contract/lot is awarded: Yes

#### **V.2) Award of contract**

##### **V.2.1) Date of conclusion of the contract**

30 April 2021

##### **V.2.2) Information about tenders**

Number of tenders received: 3



The contract has been awarded to a group of economic operators: No

### **V.2.3) Name and address of the contractor**

AC Print Ltd

Units 11 & 12 Yalberton Tor Industrial Estate, Alders Way

Paignton

TQ4 7QN

Email

[andy.cousins@acprinttld.co.uk](mailto:andy.cousins@acprinttld.co.uk)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

### **V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £5,000 taken into consideration

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## **Section V. Award of contract**

### **Contract No**

TCUS2419

### **Lot No**

1D

### **Title**

Framework for Supply of Envelopes

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

30 April 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 4

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Mail Solutions UK Limited t/a Mail Solutions

Halesfield 2

Telford

TF7 4QH

Email

[timgriffin@mailsolutions.com](mailto:timgriffin@mailsolutions.com)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £25,000 taken into consideration

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### **Section V. Award of contract**

#### **Contract No**

TCUS2419

#### **Lot No**

1D

#### **Title**

Framework for Supply of Envelopes

A contract/lot is awarded: Yes

#### **V.2) Award of contract**

##### **V.2.1) Date of conclusion of the contract**

30 April 2021

##### **V.2.2) Information about tenders**

Number of tenders received: 4

The contract has been awarded to a group of economic operators: No

### **V.2.3) Name and address of the contractor**

The Encore Group (Envelopes And Packaging) Limited t/a Encore Envelopes

Wessyngton House, Industrial Road, Hertburn Industrial Estate

Washington

NE37 2SA

Email

[gary.joyce@encoreenvelopes.com](mailto:gary.joyce@encoreenvelopes.com)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

### **V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £25,000 taken into consideration

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## **Section V. Award of contract**

### **Contract No**

TCUS2419

### **Lot No**

1D

### **Title**

Framework for Supply of Envelopes

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

30 April 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 4

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Moroak t/a Blake Envelopes

Clarence House, Watercombe Lane

Yeovil

BA20 2SU

Email

[tim.smyth@blake-envelopes.com](mailto:tim.smyth@blake-envelopes.com)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £25,000 taken into consideration

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### **Section V. Award of contract**

#### **Contract No**

TCUS2419

#### **Lot No**

1D

#### **Title**

Framework for Supply of Envelopes

A contract/lot is awarded: Yes

#### **V.2) Award of contract**

##### **V.2.1) Date of conclusion of the contract**

30 April 2021

##### **V.2.2) Information about tenders**

Number of tenders received: 4

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

AC Print Ltd

Units 11 & 12 Yalberton Tor Industrial Estate, Alders Way

Paignton

TQ4 7QN

Email

[andy.cousins@acprinttld.co.uk](mailto:andy.cousins@acprinttld.co.uk)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £25,000 taken into consideration

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## **Section V. Award of contract**

### **Contract No**

TCUS2419

### **Lot No**

1E

### **Title**

Framework for Electoral Printing

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

30 April 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 3

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Civica Election Services Limited

The Election Centre, 33 Clarendon Road, Wood Green

London

N8 0NW

Email

[tracy.donohue@civica.co.uk](mailto:tracy.donohue@civica.co.uk)



Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £140,000 taken into consideration

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### **Section V. Award of contract**

#### **Contract No**

TCUS2419

#### **Lot No**

1E

#### **Title**

Framework for Electoral Printing

A contract/lot is awarded: Yes

#### **V.2) Award of contract**

##### **V.2.1) Date of conclusion of the contract**

30 April 2021

##### **V.2.2) Information about tenders**

Number of tenders received: 3

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

CFH Docmail Ltd of St Peter's Park, Wells Road, Westfield, Radstock, BA3 3UP

St Peter's Park, Wells Road

Westfield, Radstock

BA3 3UP

Email

[nicki.newburn@cfh.com](mailto:nicki.newburn@cfh.com)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

**V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £140,000 taken into consideration

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## **Section V. Award of contract**

### **Contract No**

TCUS2419

### **Lot No**

1E

### **Title**

Framework for Electoral Printing

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

30 April 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 3

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

AC Print Ltd

Units 11 & 12 Yalberton Tor Industrial Estate, Alders Way

Paignton

TQ4 7QN

Email

[andy.cousins@acprinttld.co.uk](mailto:andy.cousins@acprinttld.co.uk)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £140,000 taken into consideration

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### **Section V. Award of contract**

#### **Contract No**

TCUS2419

#### **Lot No**

1F

#### **Title**

Framework for Parking Printing

A contract/lot is awarded: No

#### **V.1) Information on non-award**

The contract/lot is not awarded

No tenders or requests to participate were received or all were rejected

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## **Section V. Award of contract**

### **Contract No**

TCUS2419

### **Lot No**

1G

### **Title**

Framework for Pay & Display Tickets

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

30 April 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 1

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Nagels (UK) Limited

4 Milestone Business Park, Oslo Road

Hull

HU7 0YN

Email

[jim@nagels.co.uk](mailto:jim@nagels.co.uk)

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Lowest offer: £1 / Highest offer: £15,000 taken into consideration

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### **Section V. Award of contract**

#### **Contract No**

TCUS2419

#### **Lot No**

2

#### **Title**

Contract for Automated Document Factory, Hybrid Mail & Bulk Mail Fulfilment

A contract/lot is awarded: No

#### **V.1) Information on non-award**

The contract/lot is not awarded

No tenders or requests to participate were received or all were rejected

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## **Section V. Award of contract**

### **Contract No**

TCUS2419

### **Lot No**

3

### **Title**

Contract for Fully Managed Print Service

A contract/lot is awarded: No

### **V.1) Information on non-award**

The contract/lot is not awarded

No tenders or requests to participate were received or all were rejected

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## **Section VI. Complementary information**

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Legal Services, Torbay Council

Town Hall, Castle Circus

Torquay

TQ1 3DR

Country

United Kingdom