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Tender

Distribution of Food Waste Containers, Caddy Liners and Information Leaflets for South Norfolk District Council

South Norfolk Council

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

Notice identifier: 2025/S 000-017044

Procurement identifier (OCID): ocds-h6vhtk-0507a1 ([view related notices](#))

Published 25 April 2025, 1:50pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Enquiry Deadline & Tender submission deadline times amended from 18:00 to 17:00

Scope

Reference

2629-TEN-O

Description

South Norfolk District Council are looking to appoint a specialist distributor to deliver packages containing a 23 litre food waste container, a 7 litre food waste caddy, a roll of caddy liners and an information leaflet to c.66000 households throughout South Norfolk.

Total value (estimated)

- £100,000 excluding VAT
- £120,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 20 April 2026 to 26 September 2026
- 5 months, 7 days

Main procurement category

Services

CPV classifications

- 60000000 - Transport services (excl. Waste transport)

Submission

Enquiry deadline

16 May 2025, 5:00pm

Tender submission deadline

28 May 2025, 5:00pm

Submission address and any special instructions

Tenders must be submitted through in-tend: address is <https://in-tendhost.co.uk/eastsuffolk.aspx/Home>

Tenders may be submitted electronically

Yes

Award criteria

40% quality (divided into sub-criteria as in the tender documents) and 60% price. Full details in the tender documents.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://in-tendhost.co.uk/eastsuffolk/asp/Home>

Invitation to Tender Part A

Invitation to Tender Part B

Appendix 1 - South Norfolk District Council Services Agreement

Appendix 2 - South Norfolk District Council Terms & Conditions

Contracting authority

South Norfolk Council

- Public Procurement Organisation Number: PBCV-2189-QCZG

The Horizon Centre, Peachman Way, Broadland Business Park

Norwich

NR7 0WF

United Kingdom

Contact name: Richard Hill

Email: procurement@eastsoffolk.gov.uk

Website: <http://www.southnorfolkandbroadland.gov.uk>

Region: UKH15 - Norwich and East Norfolk

Organisation type: Public authority - sub-central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

East Suffolk Council

Summary of their role in this procurement: Procurement Lead

- Public Procurement Organisation Number: PLPP-1174-BHLX

Riverside, 4 Canning Road

Lowestoft

NR33 0EQ

United Kingdom

Contact name: Richard Hill

Email: procurement@eastsoffolk.gov.uk

Website: <http://www.eastsoffolk.gov.uk>

Region: UKH14 - Suffolk

Contact organisation

Contact East Suffolk Council for any enquiries.