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Contract

Distribution of Leicestershire Matters Magazine

Leicestershire County Council

UK7: Contract details notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-017153

Procurement identifier (OCID): ocds-h6vhtk-0607e5 ([view related notices](#))

Published 26 February 2026, 9:16am

Scope

Reference

DN802611

Description

A contract for the distribution of LCC magazine-style journal 'Leicestershire Matters,' which is to be delivered to all homes (currently approx 325,000 residential properties) in Leicestershire (Excluding Leicester City). Delivery to business premises is not required.

The requirement is to distribute up to three issues in 12 months.

Contract 1

Supplier

- THE LETTERBOX CONSULTANCY LIMITED

Contract value

- £99,000 excluding VAT
- £118,800 including VAT

Below the relevant threshold

Date signed

25 February 2026

Contract dates

- 2 March 2026 to 1 March 2027
- 1 year

Main procurement category

Services

Options

The right to additional purchases while the contract is valid.

We anticipate that the number of households requiring delivery will increase for the July

2026 and December 2026 issues. The increase in value has been accounted for in the advertised value.

CPV classifications

- 64000000 - Postal and telecommunications services

Contract locations

- UKF22 - Leicestershire CC and Rutland

Procedure

Procedure type

Below threshold - open competition

Supplier

THE LETTERBOX CONSULTANCY LIMITED

- Companies House: 05635286
- Public Procurement Organisation Number: PCPZ-3547-PLDT

Abacus House 14-18

Loughton

IG10 1DX

United Kingdom

Email: sales@letterboxconsultancy.co.uk

Website: <https://www.letterboxconsultancy.com>

Region: UKH35 - West Essex

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Contract 1

Contracting authority

Leicestershire County Council

- Public Procurement Organisation Number: PNHT-9235-VXDV

County Hall

Leicester

LE3 8RA

United Kingdom

Email: Commissioning.Support@leics.gov.uk

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

Region: UKF22 - Leicestershire CC and Rutland

Organisation type: Public authority - sub-central government