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Tender

## Hybrid Mail Services for Local Authority

Surrey Heath Borough Council

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

Notice identifier: 2025/S 000-017497

Procurement identifier (OCID): ocds-h6vhtk-0508d6 ([view related notices](#))

Published 29 April 2025, 10:05am

## Scope

### Description

Hybrid Mail Services for Local Authority, including Revenues and Benefits via email and postal services.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Camberley:-Mailing-services./XZ2JVE7ZAB>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/XZ2JVE7ZAB>

### Total value (estimated)

- £375,000 excluding VAT
- £450,000 including VAT

Above the relevant threshold

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

- 1 August 2025 to 1 August 2028
- Possible extension to 1 August 2030
- 5 years, 1 day

Description of possible extension:

Three year initial terms with further period or periods of up to two (2) years maximum, by the Council giving written notice to the Service Provider at least 3 months in advance of the expiry date of the initial terms or any executed extension option.

### **Main procurement category**

Services

### **CPV classifications**

- 79571000 - Mailing services

### **Contract locations**

- UKJ25 - West Surrey

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## **Participation**

## **Legal and financial capacity conditions of participation**

As outlined in the Invitation to Tender.

## **Technical ability conditions of participation**

As outlined in the Invitation to Tender.

## **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

2 June 2025, 1:00pm

### **Tender submission deadline**

16 June 2025, 1:00pm

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

<https://www.delta-esourcing.com>. Only electronic submissions are acceptable.

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

Yes

## Languages that may be used for submission

English

## Award decision date (estimated)

8 July 2025

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## Award criteria

Name	Description	Type	Weighting
Criterion 2	Long criteria description	Quality	70%
Criterion 1	Long criteria description	Price	30%

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## Other information

### Applicable trade agreements

- Government Procurement Agreement (GPA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## Contracting authority

### Surrey Heath Borough Council

- Public Procurement Organisation Number: PQQL-9321-BBQX

Surrey Heath House, Knoll Road

Camberley

GU15 3HD

United Kingdom

Contact name: Loraine Austin

Telephone: 01276 707100

Email: [loraine.austin@surreyheath.gov.uk](mailto:loraine.austin@surreyheath.gov.uk)

Region: UKJ25 - West Surrey

Organisation type: Public authority - sub-central government