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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

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)

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

Award criteria

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

Other information

Applicable trade agreements

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

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Surrey Heath Borough Council

- Public Procurement Organisation Number: PQQL-9321-BBQX

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Region: UKJ25 - West Surrey

Organisation type: Public authority - sub-central government