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Planning

Print Management and Associated Services

General Dental Council

UK3: Planned procurement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-017693

Procurement identifier (OCID): ocds-h6vhtk-04eca2 ([view related notices](#))

Published 29 April 2025, 3:23pm

Scope

Reference

GDC-2024-027

Description

The General Dental Council (GDC) will be going out to tender, to appoint a supplier for the provision of Print Management and Associated Services.

The GDC is responsible for regulating dental professionals in the UK, ensuring that only qualified individuals can legally practise dentistry. As part of our statutory function, we maintain registers of over 44,500 dentists and 76,000 Dental Care Professionals (DCPs) and maintain a list of specialists also on the register, known as Specialist Lists, ensuring they remain compliant with regulatory requirements, including the annual renewal of their registration through the Annual Retention Fee (ARF) process.

Registrants receive multiple notifications before, during and after renewals. This includes formal notices, reminders, and compliance related correspondence. While the GDC uses a range of digital communication channels such as email, SMS, and eGDC (our web-

based system where registrants can maintain their registration details and pay their ARF by credit or debit card), it is a legal obligation for the GDC to send certain communications via physical mail. This ensures that registrants are properly notified of their obligations, especially in cases where digital communication may be unread, or insufficient for legal purposes.

To support this statutory function, we require a reliable print management and mail fulfilment partner who is capable of handling high volumes of legally significant and time sensitive correspondence.

The Supplier will undertake the management, proofing and production of personalised mailings using the data provided by the GDC. This includes proofing correspondences, validating the data and sending out the following:

- Annual retention fee notices
- Removal letters
- Indemnity Notice of Erasure letters
- Annual Practising Certificates
- Registrant reminder letters

The Supplier will provide additional services, including:

- A secure method for sharing registrant/mailing data
- A forward on service
- A business reply service
- A process for providing weekly management reports to the GDC (as described in the Service Level Agreement)
- Ad-hoc registrant mailing
- GDC stationery
- Printing and sending of 'welcome packs' (including Standards of the Dental team book, registration certificate and register leaflet items)

Total value (estimated)

- £2,000,000 excluding VAT
- £2,400,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 31 December 2027
- Possible extension to 31 December 2029
- 4 years, 4 months

Description of possible extension:

The initial contract period will be two years and three months. There is provision for the contract to be extended for two additional periods of 12 months each, subject to the contract remaining fit for purpose and the supplier maintaining a good standard of contract performance.

Main procurement category

Services

Additional procurement category

Goods

CPV classifications

- 22000000 - Printed matter and related products

- 79571000 - Mailing services
- 79800000 - Printing and related services

Contract locations

- UK - United Kingdom

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

12 May 2025

Enquiry deadline

22 May 2025, 11:00am

Submission type

Requests to participate

Deadline for requests to participate

6 June 2025, 11:00am

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Suppliers to be invited to tender

Minimum 3 suppliers

Selection criteria:

The award criteria will be detailed in the procurement documents. The criteria will be a combination of quality criteria and pricing criteria which may include but will not be limited to:- Economic and Financial Standing- Approach to delivering the services- Approach to data processing and information security- Implementation plan- Contract management- Terms and Conditions- Pricing

Award decision date (estimated)

18 August 2025

Recurring procurement

Publication date of next tender notice (estimated): 1 May 2029

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

The competitive flexible procedure for this procurement will follow a two-stage process:

Stage One: Prequalification

Suppliers will be required to complete and submit a Procurement Specific Questionnaire (PSQ) as part of the Prequalification Stage. This stage is designed to assess each supplier's suitability to deliver the contract. Suppliers must successfully pass this stage to proceed further in the procurement process. No tender submissions are required at this stage; however, all procurement documents, including the Statement of Requirement and evaluation criteria, will be made available to suppliers at the outset. Suppliers who do not meet the participation requirements will be notified in writing of the outcome and will not progress to the next stage.

Stage Two: Invitation to Tender

Suppliers shortlisted from the Conditions of Participation Stage will be invited to submit a full tender in response to our Print Management and Associated Services requirements. Tender submissions will be evaluated in accordance with the evaluation methodology detailed in the tender documents.

Contracting authority

General Dental Council

- Public Procurement Organisation Number: PNVG-6917-QHLP

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