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Tender

HCC Feb 2026 - The Provision of a Framework for the Supply of Cut Paper, Card and Envelopes

Hertfordshire County Council

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

Notice identifier: 2026/S 000-018266

Procurement identifier (OCID): ocds-h6vhtk-065f21

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Scope

Description

Hertfordshire County Council is currently out to procurement for the Provision of a Framework for the Supply of Cut Paper, Card and Envelopes.

Hertfordshire County Council (HCC or the Contracting Authority) is leading on the procurement process to establish a Framework for the Supply of Cut Paper, Card and Envelopes. (hereinafter referred to as “Goods”) and is seeking suitably qualified Suppliers to supply the Goods under any Framework resulting from this tendering exercise. A list of the Goods required is given in the Pricing Schedule. You are invited to submit your tender for these Goods.

The requirement covers Cut Paper and Card and Envelopes to be delivered in bulk drops to the central stores of Herts Fullstop.

Hampshire County Council will be participating in Lot 4 only.

The requirement is divided into the following Lots -

Lot 1 Branded Copier Paper

Lot 2 Tinted Copier Paper & Card

Lot 3 Whitebox Copier Paper

Lot 4 Envelopes

You are invited to bid for one or more Lots, or Lines within a Lot.

Full details are in the Specification, Schedule 1 of the Framework document.

Please note that the maximum values stated in this notice are for the core period and include the value of any extensions.

The Council will procure this Framework using the Open Procedure as defined in the Procurement Act 2023.

Full details of the requirement and context of the procurement can be found in the Specification of the Framework Document. Organisations wishing to take part in this project are invited to 'express an interest' and also 'opt in' which will give access to the full procurement documents in the e-tendering system.

To be considered as a Tenderer you must complete and submit a Tender by the deadline of 12 noon on 8th April 2026.

Please allow sufficient time to make your return, as Tender submissions cannot be uploaded and submitted after this return deadline.

Please ensure that where possible documents are uploaded as a PDF and that file names are succinct. Any questions relating to this procurement must be made via correspondence on the website, in accordance with the procurement documents, and can be addressed to the main contact as shown in the details above.

Tenderers should be aware that due to the nature of this requirement for Goods, any Framework formed as a result of this procurement process shall be executed as a deed. Tenderers should seek independent legal advice on the implications of this prior to submitting their Tender, where appropriate. Please note that the Framework requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands.

To access this opportunity please visit <https://in-tendhost.co.uk/supplyhertfordshire/>

If you are experiencing problems In-Tend offer a help section which includes a dedicated UK support desk which can be contacted via email: support@in-tend.co.uk or Telephone: +44 1144070065 for any website/technical questions, Monday to Friday, 8:30-17:00.

The Council reserves the right at any time to cease the procurement process and not award a Framework or to award only part of the opportunity described in this notice. If the Council takes up this right, then they will not be responsible for or pay the expenses or losses, which may be incurred by any organisation or tenderer as a result.

In February 2025 the UK Government formally invited Hertfordshire County Council (the "Council") and the various district and borough Councils of Hertfordshire (see attached - District and borough councils | Hertfordshire County Council) to develop proposals for local government reorganisation in Hertfordshire which is likely to result in the current two-tier system of local government being reorganised into a single tier of local government with one or more unitary councils for the whole of the Hertfordshire area. If implemented, local government reorganisation is currently expected to take effect in April 2028 and, on that date, the existing two-tier councils will be dissolved and replaced by one or more new unitary authorities. Existing contracts held by the Council and the district and borough Councils of Hertfordshire are expected to transfer to their successor authorities on vesting day in accordance with the Local Government and Public Involvement in Health Act 2007 and the Local Government (Structural Changes) (Transfer of Functions, Property, Rights and Liabilities) Regulations 2008. These reforms will be subject to a decision of the Secretary of State and could be subject to change at any time.

As these reforms may occur during the term of this contract and result in changes to the form, structure, size and shape of local government in Hertfordshire, they are a known risk to the Council within the meaning of paragraph 6, Schedule 8 of the Procurement Act 2023 (Act) in that the reforms could jeopardise the satisfactory performance of the contract but because the nature and extent of the reforms are presently unknown, it is not possible to address the risks in the contract. If these risks materialise, the contract may need to be modified under paragraph 5 of Schedule 8 of the Act. Such modification could include, but not be limited to, the need to replace the contracting authority with a successor public authority and/or vary the structure, scope, nature and/or geographical location/boundary within which the contract is delivered.

Tenderers should note that any variation(s) to the terms and conditions of the contract will be made in accordance with its terms.

Commercial tool

Establishes a framework

Total value (estimated)

- £19,440,000 excluding VAT
- £23,328,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 June 2026 to 31 May 2028
- Possible extension to 1 June 2030
- 4 years, 1 day

Description of possible extension:

The core Framework Period is for two (2) years with the option to extend for up to two (2) further years on an annual basis. If both 12-month extensions are taken up, then the Framework will end 31st May 2030.

Main procurement category

Goods

CPV classifications

- 30197620 - Writing paper
- 30197630 - Printing paper
- 30197640 - Self-copy or other copy paper
- 30197642 - Photocopier paper and xerographic paper
- 30197643 - Photocopier paper
- 30197645 - Card for printing

- 30199000 - Paper stationery and other items
- 30199200 - Envelopes, letter cards and plain postcards
- 30199230 - Envelopes
- 30199710 - Printed envelopes
- 37823500 - Art and craft paper

Contract locations

- UKH23 - Hertfordshire
-

Lot 1. Branded Copier Paper

Description

Lot 1 - As per the project description for this area in the tender documentation

Lot value (estimated)

- £2,784,000 excluding VAT
- £3,340,800 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Tinted Copier Paper & Card

Description

Lot 2 - As per the project description for this area in the tender document set.

Lot value (estimated)

- £1,136,000 excluding VAT
- £1,363,200 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 3. Whitebox Copier Paper

Description

Lot 3 - As per the project description for this area in the tender documentation.

Lot value (estimated)

- £1,448,000 excluding VAT
- £17,376,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 4. Envelopes

Description

Lot 4 - As per the project description for this area in the tender documentation.

Lot value (estimated)

- £1,040,000 excluding VAT
- £1,248,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Framework

Maximum number of suppliers

30

Maximum percentage fee charged to suppliers

0%

Framework operation description

Weighting for the evaluation of Bids will be as follows:

Lot 1 (Branded Copier Paper), Lot 2 (Tinted Paper and Card) and Lot 3 (Whitebox Copier Paper) will be 100% Price, Lot 4 (Envelopes) will be 80% Price and 20% Quality

Further details on the evaluation methodology can be found in the Instructions to Tenders document.

Award method when using the framework

Either with or without competition

Contracting authorities that may use the framework

Hampshire County Council

Contracting authority location restrictions

- UKJ37 - North Hampshire

- UKJ36 - Central Hampshire
- UKJ35 - South Hampshire
- UKJ3 - Hampshire and Isle of Wight

Participation

Legal and financial capacity conditions of participation

Lot 1. Branded Copier Paper

Lot 2. Tinted Copier Paper & Card

Lot 3. Whitebox Copier Paper

Lot 4. Envelopes

Please refer to the Instructions to Tenderers document

Technical ability conditions of participation

Lot 1. Branded Copier Paper

Lot 2. Tinted Copier Paper & Card

Lot 3. Whitebox Copier Paper

Lot 4. Envelopes

Please refer to the Instructions to Tenderers document

Particular suitability

Lot 1. Branded Copier Paper

Lot 2. Tinted Copier Paper & Card

Lot 3. Whitebox Copier Paper

Lot 4. Envelopes

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

23 March 2026, 12:00pm

Tender submission deadline

8 April 2026, 12:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/supplyhertfordshire>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

13 May 2026

Recurring procurement

Publication date of next tender notice (estimated): 3 March 2030

Award criteria**Lot 1. Branded Copier Paper****Lot 2. Tinted Copier Paper & Card****Lot 3. Whitebox Copier Paper**

Name	Type	Weighting
Price	Price	100%

Lot 4. Envelopes

Name	Description	Type	Weighting
Price	Please refer to Section 4 of the Instructions to Tenderers for a full breakdown of the Award Criteria. Lots 1, 2 and 3 will be evaluated 100% on Price. Lot 4 (Envelopes) will be evaluated 80% Price and 20% Quality. Full details are in the Instructions to Tenderers document.	Price	80%

Name	Description	Type	Weighting
Quality	Please refer to Section 4 of the Instructions to Tenderers for a full breakdown of the Award Criteria. Lots 1, 2 and 3 will be evaluated 100% on Price. Lot 4 (Envelopes) will be evaluated 80% Price and 20% Quality. Full details are in the Instructions to Tenderers document.	Quality	20%

Other information

Payment terms

Invoices are to be submitted to the Council, in accordance with the Prices and Payment clause in the Conditions of the Framework. Payment will normally be made within thirty (30) days of receipt of a correct invoice.

Description of risks to contract performance

The Framework will be based on the Council's standard terms. There are no known immediate risks to performance during the initial two years of this Framework. However, a key strategic risk relates to potential future policy changes surrounding devolution and governance arrangements. Such changes could directly affect the structure, scope, or continuation of the Framework and any Call-Off Contracts beyond the fixed term. While no decisions have been made at this stage, the contracting authority is actively monitoring the evolving landscape. Suppliers should be aware that any resulting implications will be managed in accordance with applicable legislation and clear communication will be provided should any material change arise. Such changes will be agreed between both parties in writing with a variation.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Please either register or log in to the above web address, and then 'express interest' and 'opt in' in order to view the full set of documentation relating to this tender opportunity

Contracting authority

Hertfordshire County Council

- Public Procurement Organisation Number: PWJT-5264-WYMY

Robertson House, Six Hills Way

Stevenage

SG1 2FQ

United Kingdom

Contact name: Matthew Indge

Email: strategic.procurement@hertfordshire.gov.uk

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

Region: UKH23 - Hertfordshire

Organisation type: Public authority - sub-central government