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Tender

Technical services to print and post remittance advice

Ingeus

F02: Contract notice

Notice identifier: 2024/S 000-018661

Procurement identifier (OCID): ocds-h6vhtk-04708c

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Section I: Contracting authority

I.1) Name and addresses

Ingeus

66-68 East Smithfield, Royal Pharmaceutical Building

London

E1W 1AW

Contact

Jo Lewin

Email

jlewin@ingeus.co.uk

Country

United Kingdom

Region code

UKI42 - Tower Hamlets

Companies House

04320853

Internet address(es)

Main address

<https://ingeus.co.uk>

Buyer's address

<https://ingeus.co.uk>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://ingeus.co.uk/for-partners>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://ingeus.co.uk/for-partners>

I.4) Type of the contracting authority

Other type

Private

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Technical services to print and post remittance advice

II.1.2) Main CPV code

- 79824000 - Printing and distribution services

II.1.3) Type of contract

Services

II.1.4) Short description

This service is to secure a technical partner to print and post expenses remittance advice to customers.

- The service must have the ability to specify the class and type of postage to be used.
- The service must allow Ingeus to define and design the template to be used for the letter.
- All data must be processed within the United Kingdom and adequate technical safeguards in place to secure the data.

Ingeus will output a CSV each day of about 300 - 400 rows to be used to generate remittance notices for expenses claims we have paid. This will be manually uploaded to the Service.

The CSV will contain the name, address and value paid which needs to be merged into a standard template and then mailed.

Reports need to be provided of mail sent, failed mail etc.

Approximately 100-300 per business day, which equates to 26,000-78,000 per annum

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKH - East of England
- UKI - London
- UKJ - South East (England)

II.2.4) Description of the procurement

Follow the instructions given in the description or the more information section.

II.2.5) Award criteria

Price

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

60

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: No

II.2.14) Additional information

Part 1 - Partner Network Registration:

Please ensure you register your organisation on our Partner Network which can be found by visiting: <https://ingeus.co.uk/for-partners>. Please click the 'Join Partner Network' button to start your registration.

The registrations process is 2 stages, please ensure you complete both stages to ensure you proposal can be considered.

Proposals received without a registration on the Partner Network will not be assessed.

Part 2 - Proposal

If you feel your organisation can deliver and meet the above expectations, we are keen to hear from you and invite you to submit a costed proposal by 24 June 2024 to partnerships@ingeus.co.uk

Please provide an overview of the service and technical solution, along with a price per unit for 1st class, and 2nd class post. Detail any other costs (if any).

Set out any dependencies or constraints e.g. file format etc.

Provide details of at least 2 other customers with similar volume requirements that we may contact for references]

Your completed proposal will be assessed, with shortlisted organisations then being approached to discuss your submission and delivery proposal in further detail by a member of the Ingeus UK team.

We aim to finalise the selection process by the end of July 2024 but reserve the right to conclude the process sooner if a suitable proposal is approved.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

24 June 2024

Local time

5:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

25 June 2024

Local time

5:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Ingeus

London

E1W 1AW

Country

United Kingdom