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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

Published 17 June 2024, 4:08pm

### **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](mailto: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

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## **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 your 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](mailto: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.

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## **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

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## **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