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Planning

Outgoing Mail Solution

West Northamptonshire Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-020077

Procurement identifier (OCID): ocds-h6vhtk-050fbe

Published 9 May 2025, 1:39pm

Scope

Reference

WNC00000528

Description

West Northamptonshire Council (WNC) is undertaking preliminary market engagement in advance of a potential procurement for an Outgoing Mail Solution. This notice invites suppliers to participate in a market engagement exercise to help inform the Council's options appraisal, specification development, and procurement approach.

The service will enable the electronic submission of documents for printing, enveloping, and postal dispatch, with options for fully electronic delivery. The solution must be cost-effective, reduce carbon emissions, and integrate with existing Council systems.

Please note: this is not a call for competition and does not signify the beginning of a procurement process. Participation or non-participation in this exercise will not be taken into

account in any future procurement process.

Contract dates (estimated)

- 4 January 2026 to 3 January 2028
- Possible extension to 3 January 2030
- 4 years

Main procurement category

Services

CPV classifications

- 64216120 - Electronic mail services
- 79810000 - Printing services

Engagement

Engagement deadline

31 May 2025

Engagement process description

Interested suppliers are invited to read the engagement document and complete the accompanying questionnaire.

To access the full Pre-Market Engagement document and questionnaire, please email:

procurement@westnorthants.gov.uk

Responses must be submitted by 31 May 2025 via email to:

procurement@westnorthants.gov.uk

Following review of submissions, the Council will invite up to five suppliers to attend a demonstration session during the week commencing 16 June 2025. These sessions will:

Allow suppliers to showcase their proposed solution

Provide clarification on their responses

Help WNC shape its specification and procurement approach

These sessions are purely for market research and do not form part of any future evaluation or procurement process. No contract will be awarded through this exercise.

The final decision on next steps will be made by 30 June 2025. Participation is optional and will not impact any future tendering opportunity.

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Contracting authority

West Northamptonshire Council

- Public Procurement Organisation Number: PGDV-8944-CMBP

Angel Street

Northampton

NN1 1ED

United Kingdom

Email: procurement@westnorthants.gov.uk

Website: <https://www.westnorthants.gov.uk/working-us/doing-business-council>

Region: UKF24 - West Northamptonshire

Organisation type: Public authority - sub-central government