

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/021099-2025>

Planning

00472-CX - Mailing room services

Stonewater Ltd

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

Notice identifier: 2025/S 000-021099

Procurement identifier (OCID): ocds-h6vhtk-050d85

Published 14 May 2025, 10:07am

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Scope

Description

Mailing service requirement to help prepare, print and dispatch mail outs. We are looking for

a mailing service to help prepare, print and dispatch our annual rent review letters, circa 40k each year around February. This annual rent review is our largest and most significant requirement for the mailing service. (We currently have these letters sent in blue envelopes this must be something that can be accommodated.) Outside of this mailing we have an average of 6-12 additional adhoc mailings each year for legal notices (section 20), surveys and brochures for delivery to between 5,000 and 40,000 customers. We are looking to conduct PME to assist in the development of our requirements and approach as well as testing the market to see the level of supplier interest and available suppliers to meet our needs.

Any submission received in response to this exercise will not constitute any contractual agreement between the respondent and Stonewater.

The receipt of a response does not automatically include the respondent in the procurement process.

A Tender Notice will be issued to the market which will provide details of how the relating procurement documentation can be accessed and timescales for submission of the said tender response.

Interested parties shall bear their own costs of participation in this Market Engagement of whatever nature. Stonewater shall not be liable for the costs, expenses or losses howsoever arising (including, without limitation, any loss of profit or other economic loss incurred), regardless of the outcome of the Market Engagement.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=947308675>

Total value (estimated)

- £432,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 30 October 2025 to 1 April 2028

- Possible extension to 1 April 2029
- 3 years, 5 months, 3 days

Main procurement category

Services

CPV classifications

- 79570000 - Mailing-list compilation and mailing services

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKJ - South East (England)
- UKK - South West (England)

Engagement

Engagement deadline

21 May 2025

Engagement process description

Likely 1-2-1 discussions with suppliers. No formal engagement dates are currently set.

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

26 June 2025

Contracting authority

Stonewater Ltd

- Public Procurement Organisation Number: PVMT-4274-HPBN

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Region: UKF22 - Leicestershire CC and Rutland

Organisation type: Public authority - sub-central government