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Tender

## **Annual Billing**

Hoople Ltd on Behalf of Herefordshire Council

F02: Contract notice

Notice identifier: 2024/S 000-021506

Procurement identifier (OCID): ocds-h6vhtk-047d1e

Published 12 July 2024, 3:48pm

## **Section I: Contracting authority**

### **I.1) Name and addresses**

Hoople Ltd on Behalf of Herefordshire Council

Council Offices, Plough Lane

Hereford

HR4 0LE

### **Contact**

Mr Phillip Clayton

### **Email**

[phillip.clayton2@hoopleltd.co.uk](mailto:phillip.clayton2@hoopleltd.co.uk)

### **Telephone**

+44 1432260409

### **Country**

United Kingdom

**Region code**

UKG11 - Herefordshire, County of

**Internet address(es)**

Main address

<https://www.herefordshire.gov.uk>

Buyer's address

<https://www.herefordshire.gov.uk>

**I.3) Communication**

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

[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Annual Billing

Reference number

DN732335

#### **II.1.2) Main CPV code**

- 79800000 - Printing and related services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Hoople Ltd are looking to appoint a single supplier to Produce and issue the annual council tax and business rates demand notices for a new financial year term and new award letters for housing benefit & council tax reduction on behalf of Herefordshire Council in March of every year throughout the term of the contract.

#### **II.1.5) Estimated total value**

Value excluding VAT: £250,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKG11 - Herefordshire, County of

#### **II.2.4) Description of the procurement**

Hoople Ltd are looking to appoint a single supplier to Produce and issue the annual

council tax and business rates demand notices for a new financial year term and new award letters for housing benefit & council tax reduction on behalf of Herefordshire Council in March of every year throughout the term of the contract.

This procurement is being undertaken via an open tendering process

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 December 2024

End date

30 November 2027

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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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

12 August 2024

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

12 July 2024

Local time

3:55pm

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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**

Hoople Ltd

Hereford

Country

United Kingdom