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Tender

Hybrid Mail Services 2021

Bath and North East Somerset Council

F02: Contract notice

Notice identifier: 2021/S 000-022235

Procurement identifier (OCID): ocids-h6vhtk-02de4a

Published 8 September 2021, 10:25am

Section I: Contracting authority

I.1) Name and addresses

Bath and North East Somerset Council

Guildhall, High Street

Bath

BA1 5AW

Contact

Mr Steve Phelps

Email

steve@pcfmsolutions.co.uk

Telephone

+44 7725138435

Country

United Kingdom

NUTS code

UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

Internet address(es)

Main address

<http://www.bathnes.gov.uk>

Buyer's address

<http://www.bathnes.gov.uk>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Hybrid Mail Services 2021

Reference number

DN567912

II.1.2) Main CPV code

- 64000000 - Postal and telecommunications services

II.1.3) Type of contract

Services

II.1.4) Short description

The Council wishes to establish a single provider Contract for the provision of Hybrid Mail Services. The Council is managing this procurement in line with the Public Contracts Regulations 2015.

The procurement process to be used is the Competition with Negotiation pursuant to Regulation 30 of the Regulations.

<https://www.legislation.gov.uk/ukxi/2015/102/regulation/30/made>

The Council is procuring the Contract as a central purchasing body for itself

1.2 Background

The Council implemented a hybrid mail services in 2018 and has worked with the existing supplier to develop those services over recent years.

The service runs generally successfully for a number of council departments, although it falls short of the Council's aspirations.

Approximate volumes for the most recent financial year were as follows:

- Total documents sent via BANES hybrid mail = 585,000

- Of this total, Ad hoc mail volumes are approximately 85,000 and Bulk Mail makes up the remaining 400,000

The estimated annual expenditure of the future contract is likely to be in the range of £250,000 - £300,000, although the actual contract value will be dependent on additional service uptake, the drive for process efficiencies and potential digital delivery.

II.1.5) Estimated total value

Value excluding VAT: £1,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 64000000 - Postal and telecommunications services
- 64100000 - Post and courier services

II.2.3) Place of performance

NUTS codes

- UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

II.2.4) Description of the procurement

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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

Duration in months

66

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Competitive procedure with negotiation

IV.1.5) Information about negotiation

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

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

22 October 2021

Local time

12:05pm

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

Bath and North East Somerset Council

Bath

Country

United Kingdom