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Tender

## **COV - Printing and mailing of Council Tax and Business Rates Annual Billing**

Coventry City Council

F02: Contract notice

Notice identifier: 2022/S 000-022601

Procurement identifier (OCID): ocids-h6vhtk-035ee5

Published 16 August 2022, 12:24pm

### **Section I: Contracting authority**

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

Coventry City Council

The Council House, Earl Street

Coventry

CV1 5RR

#### **Contact**

Procurement services

#### **Email**

[procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

#### **Telephone**

+44 2476975232

#### **Country**

United Kingdom

**NUTS code**

UKG33 - Coventry

**Internet address(es)**

Main address

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

Buyer's address

<https://in-tendhost.co.uk/csw-jets>

**I.3) Communication**

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

<https://in-tendhost.co.uk/csw-jets>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/csw-jets>

Tenders or requests to participate must be submitted to the above-mentioned address

**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**

COV - Printing and mailing of Council Tax and Business Rates Annual Billing

Reference number

COV - 14005

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

- 79800000 - Printing and related services

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

Services

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

Coventry City Council are seeking to appoint a single supplier to provide the printing of Council Tax, Business Rates and Benefits annual billing. This will include personalisation and direct mailing needs for 2 years with the potential to extend for up to a further 2 years.

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

Value excluding VAT: £400,000

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

This contract is divided into lots: No

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

#### **II.2.2) Additional CPV code(s)**

- 79800000 - Printing and related services
- 79823000 - Printing and delivery services
- 79810000 - Printing services
- 79820000 - Services related to printing

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

NUTS codes

- UKG33 - Coventry

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

Coventry City Council are seeking to appoint a single supplier to provide the printing of Council Tax, Business Rates and Benefits annual billing. This will include personalisation and direct mailing needs for 2 years with the potential to extend for up to a further 2 years.

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

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

### **II.2.6) Estimated value**

Value excluding VAT: £400,000

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

Start date

1 November 2022

End date

31 October 2024

This contract is subject to renewal

Yes

Description of renewals

The framework will be let for a 2 years period with the option to extend for a further 2 x 12 months until 31/1/2024 depending on the Council's requirements and supplier performance.

### **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

### **II.2.14) Additional information**

The framework will be let for a 2 years period with the option to extend for a further 2 x 12 months until 31/1/2024 depending on the Council's requirements and supplier performance.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

In the case of framework agreements, provide justification for any duration exceeding 4 years:

n/a

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

16 September 2022

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

16 September 2022

Local time

12:05pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.3) Additional information**

July/August 2024 unless the extensions are enacted, in which case July/August 2026

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Coventry City Council

The Council House, Earl Street

Coventry

CV1 5RR

Country

United Kingdom