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Tender

Provision of Letter Writing Software for Parking & Moving Traffic

Leicester City Council

F02: Contract notice

Notice identifier: 2023/S 000-022613

Procurement identifier (OCID): ocds-h6vhtk-03ecc9

Published 3 August 2023, 2:38pm

Section I: Contracting authority

I.1) Name and addresses

Leicester City Council

City Hall, 115 Charles Street

Leicester

LE1 1FZ

Contact

Mrs Lorraine Dixon

Email

Lorraine.Dixon@leicester.gov.uk

Telephone

+44 1164541219

Country

United Kingdom

Region code

UKF21 - Leicester

Internet address(es)

Main address

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

Buyer's address

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

I.3) Communication

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

<https://procontract.due-north.com/Advert/Index?advertId=2413f8c8-fe31-ee11-8124-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=2413f8c8-fe31-ee11-8124-005056b64545>

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

Provision of Letter Writing Software for Parking & Moving Traffic

Reference number

DN682945

II.1.2) Main CPV code

- 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

Leicester City Council “the Council” wishes to retender for its Letter Writing contract as our current contract is due for renewal in 2024. Our current contract provides us with a letter writing system that allows us to deal with responses to Penalty Charge Notices (PCN); it also allows us to work within the scope of the Traffic Management Act 2004, the Traffic Penalty Tribunal, and the civil action of parking fines via Northampton County Court. The current system issues approximately 40,000 for Bus Lane PCNs and for Parking issuance 68,119 per year totally around 108,119. In addition to this the Council is taking on Moving Traffic Powers and therefore, subject to increase in near future.

II.1.5) Estimated total value

Value excluding VAT: £177,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKF21 - Leicester

II.2.4) Description of the procurement

Leicester City Council “the Council” wishes to retender for its Letter Writing contract as our current contract is due for renewal in 2024. Our current contract provides us with a letter writing system that allows us to deal with responses to Penalty Charge Notices (PCN); it also allows us to work within the scope of the Traffic Management Act 2004, the Traffic Penalty Tribunal, and the civil action of parking fines via Northampton County Court. The current system issues approximately 40,000 for Bus Lane PCNs and for Parking issuance 68,119 per year totally around 108,119. In addition to this the Council is taking on Moving Traffic Powers and therefore, subject to increase in near future.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £177,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Initial term 3 years, options to extend for a further two years in one year periods 1+1 (five years)

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

Open procedure

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

4 September 2023

Local time

10:00am

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

4 September 2023

Local time

10:00am

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

Construction and Technology Court (Queens Bench Division)

Priory Courts, 33 Bull Street

Birmingham

B4 6DS

Country

United Kingdom