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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): ocids-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](mailto: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

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**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

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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: 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

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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**

Construction and Technology Court (Queens Bench Division)

Priory Courts, 33 Bull Street

Birmingham

B4 6DS

Country

United Kingdom