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Tender

## **159-SNBD-23 South Norfolk District Council and Broadland District Council's Hybrid Mail Tender**

159-SNBD-23 South Norfolk District Council and Broadland District Council Hybrid Mail Tender

F02: Contract notice

Notice identifier: 2023/S 000-025703

Procurement identifier (OCID): ocds-h6vhtk-03f8af

Published 1 September 2023, 9:48am

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

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

159-SNBD-23 South Norfolk District Council and Broadland District Council Hybrid Mail Tender

Horizon Business Centre, Peachman Way, Norwich, NR7 0WF

Norwich

NR7 0WF

#### **Contact**

Allision Parkinson-White

#### **Email**

[Allison.Parkinson-White@breckland.gov.uk](mailto:Allison.Parkinson-White@breckland.gov.uk)

#### **Country**

United Kingdom

**NUTS code**

UKH17 - Breckland and South Norfolk

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<https://in-tendhost.co.uk/brecklandcouncil.aspx/Home>

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/brecklandcouncil.aspx/Home>

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**

159-SNBD-23 South Norfolk District Council and Broadland District Council's Hybrid Mail Tender

Reference number

159-SNBD-23

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

- 48223000 - Electronic mail software package

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

Supplies

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

You are invited to tender for the provision of Hybrid Mail for Broadland District Council and South Norfolk District Council. This procurement is for our hybrid mail provision only. We are not seeking bids for our traditional mail in this tender. At present, The Councils use two different hybrid mail systems. The opportunity to align these systems into a single solution along with single processes would yield both financial benefits and operational efficiencies. This is a joint procurement where South Norfolk District Council will be the lead Council with Broadland District Council being added as a joint equal partner.

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

Value excluding VAT: £1,100,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKH17 - Breckland and South Norfolk

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

You are invited to tender for the provision of Hybrid Mail for Broadland District Council and South Norfolk District Council. This procurement is for our hybrid mail provision only. We are not seeking bids for our traditional mail in this tender. At present, The Councils use two different hybrid mail systems. The opportunity to align these systems into a single solution along with single processes would yield both financial benefits and operational efficiencies. This is a joint procurement where South Norfolk District Council will be the lead Council with Broadland District Council being added as a joint equal partner.

### **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 April 2024

End date

31 March 2027

This contract is subject to renewal

Yes

Description of renewals

Option to extend by a further 2 years on a + 1 year + 1 year basis

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

Variants will be accepted: Yes

### **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: No

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

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

Date

2 October 2023

Local time

12:00pm

#### **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**

Tender must be valid until: 1 April 2024

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

Date

2 October 2023

Local time

12:05pm

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## **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**

159-SNBD-23 South Norfolk District Council and Broadland District Council Hybrid Mail Tender

Norwich

Country

United Kingdom