

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/026121-2023>

Tender

## **Invitation to Tender for the provision of Subscription Stickers Service (Pack for fully chargeable garden collection service)**

Huntingdonshire District Council

F02: Contract notice

Notice identifier: 2023/S 000-026121

Procurement identifier (OCID): ocids-h6vhtk-03f9e5

Published 4 September 2023, 5:24pm

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

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

Huntingdonshire District Council

Huntingdon District Council, Pathfinder House, St Marys Street

Huntingdon

PE29 3TN

#### **Contact**

Ms Sarah Youthed

#### **Email**

[Sarah.Youthed@huntingdonshire.gov.uk](mailto:Sarah.Youthed@huntingdonshire.gov.uk)

#### **Country**

United Kingdom

**Region code**

UKH - East of England

**Internet address(es)**

Main address

[www.huntingdonshire.gov.uk](http://www.huntingdonshire.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=b67dde88-3b4b-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=b67dde88-3b4b-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**

Invitation to Tender for the provision of Subscription Stickers Service (Pack for fully chargeable garden collection service)

Reference number

DN688105

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

- 64000000 - Postal and telecommunications services
  - AA01 - Metal

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

Services

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

The council require a FMS to facilitate a subscription and printing service for Garden Waste.

Those who subscribe to this service will be issued with a subscription sticker which clearly shows that a subscription has been paid for the current period. We are looking for a service which handles the permits for the council from request directly to the resident.

The contract will be for a period of 3 years with option to extend in multiples of 12 months for a further 2 years.

The Council would propose for this contract to be implemented January 2024.

Cambridge City Council and South Cambridgeshire District Council will be named within the contract, however please note the two councils may not require this service.

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

This contract is divided into lots: No

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

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

- 22000000 - Printed matter and related products
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 22600000 - Ink

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

NUTS codes

- UKH - East of England

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

The Council has a power under the Controlled Waste (England and Wales) Regulations 2012 to make a charge for the collection of some types of household waste, including garden waste. The Council already charges for some types of household waste, for example Bulky Waste and Commercial Waste.

A household garden waste subscription service aims to introduce a new system for collecting garden waste in our community. Currently, the garden waste collection service is provided free of charge, but due to budget constraints and the need to generate additional revenue, the decision has been made to implement a chargeable system.

Those who subscribe to this service will be issued with a subscription sticker which clearly shows that a subscription has been paid for the current period. We are looking for a fully managed service which handles the permits for the council from request directly to the resident.

The contract will be for a period of 3 years with option to extend in multiples of 12 months for a further 2 years.

The Council would propose for this contract to be implemented January 2024.

Cambridge City Council and South Cambridgeshire District Council will be named within the contract, however please note the two councils may not require this service.

### **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

36

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

**II.2.14) Additional information**

The contract is for 3 years with the option to extend for a further 2 years (2 x 12 months)

---

## **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

3 October 2023

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

3 October 2023

Local time

12:00pm

Place

ProContract Portal - online

---

## **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**

Huntingdonshire District Council

Pathfinder House

Huntingdon

PE29 3TN

Country

United Kingdom