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Planning

CT1483 Letter Distribution

City of Edinburgh Council

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-027115

Procurement identifier (OCID): ocds-h6vhtk-0493b3

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Section I: Contracting authority

I.1) Name and addresses

City of Edinburgh Council

Waverly Court

Edinburgh

eh88bg

Contact

Eva Alexander

Email

eva.alexander@edinburgh.gov.uk

Telephone

+44 1315294670

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Additional information can be obtained from the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

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

CT1483 Letter Distribution

II.1.2) Main CPV code

- 79824000 - Printing and distribution services

II.1.3) Type of contract

Services

II.1.4) Short description

The purpose of this notice is to inform the market of the intention of the City of Edinburgh Council (the "Council") to tender a Services contract for the provision of "Door Drop" distribution services and lamppost wraps for the Communications Team.

The Council's aim is to appoint a distribution company to provide "Door Drop" services and erect lamppost wraps around the City to support campaigns and raise Citizen awareness of Council activities.

It is expected that the new contract shall operate from December 2024 for a period of three years with the option (at the Council's discretion) to extend for a further two periods of one year each.

II.1.5) Estimated total value

Value excluding VAT: £125,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The team in Print, Mail and Scan produce mailings for various departments throughout the Council and produce lamppost wraps for the Communications team which support their campaigns and raise citizen awareness of Council activities.

These mailings are for targeted addresses E.G. the Council may be planning to upgrade the road network in a particular area – EH1, therefore, there may be a statutory notice period for this type of work and the most effective way to communicate with all the residents of this area is to produce a “door drop”.

The Door Drops work by using companies to post communication leaflets or letters through all the doors of that area.

Communications will target certain areas to ensure there is a good spread of knowledge around the City.

II.3) Estimated date of publication of contract notice

1 October 2024

Section IV. Procedure

IV.1) Description

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

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=775999.

(SC Ref:775999)

