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Tender

## **Bulk Printing and Mailing Services for The London Borough of Harrow**

London Borough of Harrow

F02: Contract notice

Notice identifier: 2023/S 000-027581

Procurement identifier (OCID): ocds-h6vhtk-03e462

Published 19 September 2023, 10:11am

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

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

London Borough of Harrow

Forward Drive

Harrow

HA3 8FL

#### **Contact**

Mr Martin Trim

#### **Email**

[Martin.Trim@harrow.gov.uk](mailto:Martin.Trim@harrow.gov.uk)

#### **Telephone**

+44 2088635611

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<http://www.londontenders.org/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.londontenders.org/>

**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**

Bulk Printing and Mailing Services for The London Borough of Harrow

Reference number

DN679580

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

Services

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

London Borough of Harrow the Authority, is seeking to appoint a single provider for the provision of Bulk Printing and Mailing Services.

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

Value excluding VAT: £1,200,000

#### **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

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

NUTS codes

- UK - United Kingdom

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

London Borough of Harrow requires a service provider with relevant experience and ability to demonstrate sufficient capacity for the processing, production, collation, printing, enveloping, mailing and delivery of both personalised and non-personalised documents relating to but not limited to Council Tax, Business Rates, BID's (business improvement districts), Council Tax Support, Housing Benefits (including Housing Benefit Overpayments) and Parking Notices. Further information is detailed within the Procurement documents.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 45

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 45

#### **II.2.6) Estimated value**

Value excluding VAT: £1,200,000

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

Duration in months

72

This contract is subject to renewal

Yes

Description of renewals

The Council is looking for potential service provider to be awarded a contract for a period of 48 months with the option to extend for a further 24 months at the discretion of the Council.

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

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

## Description of options

We understand that requirements as scope may evolve or expand over time, and we are committed to providing flexibility in our purchasing approach. Therefore, we would like to include an option in the tender / specification to purchase additional/similar services if needed or new requirement a where the scope needs to be determined, where appropriate.

The option for additional/similar services has been included within the existing budget at £60,000 pa and will allow us to extend the scope of the contract beyond the initial requirements outlined in this tender. This provides the opportunity to address any emerging needs or explore related services that may arise during the contract term.

Furthermore, we emphasize our willingness to work collaboratively with the selected provider. We value a strong partnership and recognize the importance of ongoing communication and cooperation to ensure the successful delivery of services. We will engage in open dialogue with the provider to assess the suitability of any additional/similar services and determine the most appropriate approach.

By including this option and fostering a collaborative relationship, we aim to enhance the effectiveness and responsiveness of the procurement process while meeting our evolving needs.

Please note that the inclusion of additional/similar services will be subject to further agreement and will comply with applicable contractual terms and conditions.

### **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**

Price is not the only award criterion and all criteria are stated only in the procurement documentation as detailed within the Procurement documents.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-021159](#)

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

Date

19 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

19 October 2023

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.3) Additional information**

The Contracting Authority reserves the right not to award any contract pursuant to this procurement exercise and/or abandon this procurement exercise at any time and/or to award a contract for part of the Service/supplies at its sole discretion. The Contracting Authority shall have no liability whatsoever to any applicant or tenderer as a result of its exercise of that discretion. For the avoidance of doubt, all cost incurred by any applicant and/or tenderer before signature of any contract with the contracting Authority shall be incurred entirely at that applicants/tenderers risk.

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

The High Court

The Strand

London

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

London Borough of Harrow

Forward Drive

Harrow

HA3 8FL

Email

[Martin.Trim@harrow.gov.uk](mailto:Martin.Trim@harrow.gov.uk)

Country

United Kingdom

