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Tender

## **West Berkshire Council / Council Tax and associated mailing services**

West Berkshire District Council

F02: Contract notice

Notice identifier: 2023/S 000-027693

Procurement identifier (OCID): ocds-h6vhtk-04021c

Published 19 September 2023, 5:34pm

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

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

West Berkshire District Council

Council Offices, Market Street

Newbury

RG14 5LD

#### **Email**

[procurement@westberks.gov.uk](mailto:procurement@westberks.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKJ11 - Berkshire

#### **Internet address(es)**

Main address

[www.westberks.gov.uk](http://www.westberks.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/westberks.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/westberks.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**

West Berkshire Council / Council Tax and associated mailing services

Reference number

P00001103

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

- 79571000 - Mailing services

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

Services

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

West Berkshire Council's Revenues and Benefits team are seeking to award a contract for mailing services (set up, printing, fulfilment and postage) which will cover dispatch of annual Council Tax billing, business rates and housing benefit information across the next three years.

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

Value excluding VAT: £210,000

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

This contract is divided into lots: No

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

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

- 48000000 - Software package and information systems

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

NUTS codes

- UK - United Kingdom

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

Council Tax mailing services

#### **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 December 2023

End date

30 November 2026

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

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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

## **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

20 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

20 October 2023

Local time

12:00pm

## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: September 2026

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

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

The High Court

London

Country

United Kingdom