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Tender

## **Digital Inbound and Outbound Mail Services**

London Borough of Lambeth

F02: Contract notice

Notice identifier: 2022/S 000-028694

Procurement identifier (OCID): ocds-h6vhtk-03750f

Published 12 October 2022, 1:37pm

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

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

London Borough of Lambeth

Town Hall, Brixton Hill

London

SW2 1RW

#### **Contact**

Arti Mawji

#### **Email**

[marti@lambeth.gov.uk](mailto:marti@lambeth.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKI45 - Lambeth

**National registration number**

n/a

**Internet address(es)**

Main address

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

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/18>

**I.3) Communication**

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

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=53738&B=LBLAMBETH](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=53738&B=LBLAMBETH)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=53738&B=LBLAMBETH](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=53738&B=LBLAMBETH)

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**

Digital Inbound and Outbound Mail Services

Reference number

Digital Mail Services

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

- 64216120 - Electronic mail services

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

Services

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

Lambeth Council is seeking an innovative and cost-effective hybrid mail solution for both inbound and outbound mail, capable of fulfilling a broad range of requirements across various council services.

The Council requires an integrated solution covering both Inbound and Outbound Mail services to be delivered as part of a single contract.

The contract is expected to be for an initial term of 3 years with 2 options to extend by a further year each (3 + 1 + 1). The estimated contract value over the maximum term is £6,120,000 (inclusive of VAT).

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

Value excluding VAT: £6,120,000

#### **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
- 30131000 - Mailroom equipment
- 30131500 - Mail opening machines
- 30131600 - Mail sealing machines
- 30132100 - Mail-sorting equipment
- 30133000 - Mailing equipment
- 30133100 - Bulk-mailing equipment
- 48000000 - Software package and information systems
- 48223000 - Electronic mail software package
- 60160000 - Mail transport by road
- 64000000 - Postal and telecommunications services
- 64110000 - Postal services
- 64121100 - Mail delivery services
- 72212223 - Electronic mail software development services
- 72412000 - Electronic mail service provider
- 79571000 - Mailing services
- 79811000 - Digital printing services
- 79824000 - Printing and distribution services
- 79999100 - Scanning services

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

NUTS codes

- UKI45 - Lambeth

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

Lambeth Council is seeking an innovative and cost-effective hybrid mail solution for both inbound and outbound mail, capable of fulfilling a broad range of requirements across various council services.

The Council requires an integrated solution covering both Inbound and Outbound Mail services to be delivered as part of a single contract.

The Council seek to procure a solution that will deliver the following outcomes:

- Digital and physical (hybrid) inbound post solutions including digital sortation
- Integrate with Council applications aligned with legislative and Council processes e.g., Electoral Services, Registrars etc.
- Administer and manage Royal Mail services such as PO boxes, redirections, and licenses for the Council
- Digital and physical outbound post solutions including registered, recorded, and special deliveries, large mail outs, options for brochures and inserts.
- To provide full audit and management information, including a live dashboard
- To have a clear and transparent cost and process for request for changes
- Delivery of the Contract to time, specification, and budget
- Governance and regular contract meetings
- A commitment to the delivery of financial savings through contract innovations and mutually beneficial cost saving initiatives including QR and barcoding innovation
- Contribute to the Councils Responsible Procurement/Social Value Priorities

The contract is expected to be for an initial term of 3 years with 2 options to extend by further year each (3 + 1 + 1). The estimated contract value over the maximum term is £6,120,000 (inclusive of VAT).

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £6,120,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The contract will be for 3 years with the option of 2 possible extensions of 1 year each (3 + 1 + 1), as set out in the Contract Terms. The option to extend is at the Council's discretion.

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

Variants will be accepted: No

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

Options: Yes

Description of options

The contract will be for 3 years with the option of 2 possible extensions of 1 year each (3 + 1 + 1), as set out in the Contract Terms. The option to extend is at the Council's discretion.

#### **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 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

16 November 2022

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

16 November 2022

Local time

12:00pm

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## **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**

The Royal Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

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

The Royal Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

### **VI.4.4) Service from which information about the review procedure may be obtained**

Cabinet Office

70 Whitehall

London

SW1 2AS

Country

United Kingdom



