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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

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

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

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

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

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

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

