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Planning

Mail and Print Services

Dumfries and Galloway Council

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-031197

Procurement identifier (OCID): ocids-h6vhtk-030154

Published 15 December 2021, 10:15am

Section I: Contracting authority

I.1) Name and addresses

Dumfries and Galloway Council

Procurement Team, Carruthers House

Dumfries

DG1 2HP

Email

ola.margasinska@dumgal.gov.uk

Telephone

+44 3033333000

Country

United Kingdom

NUTS code

UKM92 - Dumfries & Galloway

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00219

I.3) Communication

Additional information can be obtained from 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

Mail and Print Services

II.1.2) Main CPV code

- 64110000 - Postal services

II.1.3) Type of contract

Services

II.1.4) Short description

Dumfries & Galloway Council is seeking to procure a mail and print solution for regular daily mailings as well as medium and large bulk mailings. This will include, but will not be limited to assessor information notices, appeal correspondence, valuation notices, council tax notices, annual canvass, postal vote applications and daily electoral registration letters.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 64110000 - Postal services
- 22000000 - Printed matter and related products
- 22450000 - Security-type printed matter
- 22458000 - Bespoke printed matter
- 22821000 - Electoral forms
- 22900000 - Miscellaneous printed matter
- 79800000 - Printing and related services
- 64112000 - Postal services related to letters

II.2.3) Place of performance

NUTS codes

- UKM92 - Dumfries & Galloway

II.2.4) Description of the procurement

Dumfries & Galloway Council is looking to procure a mail & print service for regular daily mailings and medium and large bulk mailings. We will require the following, including, but not limited to

- Print and post of individual and bulk mail items
- Unlimited daily uploads of mail items
- Ability to upload single or bulk mailings via secure data files
- Ability to provide pdf files of individual or bulk mail items where appropriate
- Process for mail items to be queued pending approval
- Ability to proof mail prior to posting where it is supplied through large data files
- Have the capability to receive returned mail and provide a full scanning solution
- The ability to provide mailings to UK and overseas addresses in line with current electoral registration requirements
- Ability to print mailings in alternative languages and varying type settings and sizes to support accessibility considerations.

II.2.14) Additional information

Please note that this might be a subject to change.

II.3) Estimated date of publication of contract notice

28 February 2022

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

At this stage, there is an opportunity for interested parties to engage with the Dumfries and Galloway Council in relation to the upcoming contract. Therefore, we invite any interested suppliers who wish to provide input in relation to the contract scope, available solutions and market standards to contact us by emailing:

Procurement.Tenders@dumgal.gov.uk. We are planning to contact these suppliers for further information in January 2022.

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=677068.

(SC Ref:677068)