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Contract

## **Printed Stationery (Print/Store/Deliver)**

Companies House

F03: Contract award notice

Notice identifier: 2025/S 000-031332

Procurement identifier (OCID): ocids-h6vhtk-04c297

Published 10 June 2025, 3:54pm

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

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

Companies House

Crown Way

Cardiff

CF14 3UZ

#### **Email**

[commercial@companieshouse.gov.uk](mailto:commercial@companieshouse.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

#### **National registration number**

PPON PRPM-7733-XCYT

**Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/companies-house>

Buyer's address

<https://www.gov.uk/government/organisations/companies-house>

**I.4) Type of the contracting authority**

National or federal Agency/Office

**I.5) Main activity**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Printed Stationery (Print/Store/Deliver)

Reference number

C1280

**II.1.2) Main CPV code**

- 30199700 - Printed stationery except forms

**II.1.3) Type of contract**

Supplies

**II.1.4) Short description**

Companies House is looking to provide notification to the market ahead of a planned procurement exercise for its Printed Stationery (Print/Store/Deliver) contract.

This is to support supplier readiness in responding to our requirements for a supplier to manufacture, store, administer, and distribute printed stationery (primarily envelopes). The contract requires the supplier to produce envelopes that meet detailed specifications and ensure appropriate packaging to prevent damage during transit. Envelopes must be delivered to Companies House Cardiff, with the supplier maintaining stock levels and managing stock to prevent obsolescence. Regular updates on stock levels are required. Deliveries will be scheduled weekly, with flexibility to adjust based on demand. The supplier is also expected to suggest efficiency improvements and environmentally friendly solutions.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £150,000

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

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

- 30199700 - Printed stationery except forms
- 30199230 - Envelopes
- 30199711 - Printed window envelopes
- 30199712 - Printed non-window envelopes

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

NUTS codes

- UK - United Kingdom

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

Companies House is looking to provide notification to the market ahead of a planned procurement exercise for its Printed Stationery (Print/Store/Deliver) contract.

This is to support supplier readiness in responding to our requirements for a supplier to manufacture, store, administer, and distribute printed stationery (primarily envelopes). The contract requires the supplier to produce envelopes that meet detailed specifications and ensure appropriate packaging to prevent damage during transit. Envelopes must be

delivered to Companies House Cardiff, with the supplier maintaining stock levels and managing stock to prevent obsolescence. Regular updates on stock levels are required. Deliveries will be scheduled weekly, with flexibility to adjust based on demand. The supplier is also expected to suggest efficiency improvements and environmentally friendly solutions.

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

Quality criterion - Name: Quality / Weighting: 50

Quality criterion - Name: Social Value / Weighting: 10

Cost criterion - Name: Price / Weighting: 40

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

Options: Yes

Description of options

Two one year extensions

### **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: No

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-039250](#)

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## **Section V. Award of contract**

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

6 June 2025

#### **V.2.2) Information about tenders**

Number of tenders received: 7

Number of tenders received from SMEs: 4

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 7

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

APS Group

Allied Publicity Services (Manchester) Chetham House Bird Hall Lane

STOCKPORT

SK3 0ZP

Email

[steve.burgess@theapsgroup.com](mailto:steve.burgess@theapsgroup.com)

Country

United Kingdom

NUTS code

- UKD6 - Cheshire

National registration number

00681528

Internet address

[www.theapsgroup.com](http://www.theapsgroup.com)

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £150,000

Total value of the contract/lot: £150,000

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## **Section VI. Complementary information**

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

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

11th floor, Thomas More Building

Royal Courts of Justice

Strand

WC2A 2LL

Country

United Kingdom

Internet address

<https://www.judiciary.uk/courts-and-tribunals/high-court/>

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

11th floor, Thomas More Building

Royal Courts of Justice

Strand

WC2A 2LL

Country

United Kingdom

Internet address

<https://www.judiciary.uk/courts-and-tribunals/high-court/>