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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): ocds-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

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

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

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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

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](#)

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

Country

United Kingdom

NUTS code

- UKD6 - Cheshire

National registration number

00681528

Internet address

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

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/>