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Tender

## **Supply of Multi-functional Device Printers & Hybrid Mail Services**

Vale of Glamorgan Council

F02: Contract notice

Notice identifier: 2024/S 000-033993

Procurement identifier (OCID): ocds-h6vhtk-04afbf

Published 21 October 2024, 3:51pm

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

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

Vale of Glamorgan Council

Civic Offices, Holton Road

BARRY

CF63 4RU

#### **Email**

[digital@valeofglamorgan.gov.uk](mailto:digital@valeofglamorgan.gov.uk)

#### **Telephone**

+44 1446700111

#### **Country**

United Kingdom

#### **NUTS code**

UKL22 - Cardiff and Vale of Glamorgan

**Internet address(es)**

Main address

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

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0275](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0275)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://www.proactisplaza.com/BuyerPortal/?locatorId=4v7ye2xu6a621q4j7dd850xng1&>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/Account/Login>

**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**

Supply of Multi-functional Device Printers & Hybrid Mail Services

Reference number

ERFX1008514

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

- 64216120 - Electronic mail services

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

Services

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

Supply of Multi-functional Device Printers & Hybrid Mail Services

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Provision of a Multifunction Device (MFD) and Printer Solution

Lot No

1

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

- 30123000 - Office and business machines
- 48824000 - Printer servers

- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture

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

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

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

The purpose of this tender is to procure a managed print service consisting of multi-functional device (MFD) printers that seeks to enhance the efficiency and effectiveness of the Vale of Glamorgan council's printing, scanning, copying, and faxing operations at its key office and satellite sites.

The Vale of Glamorgan Council is a unitary in Southeast Wales that provides services for over 130,000 residents. Since 2013, the authority has consistently been the top performing local authority in Wales. As a County Council, we provide a wide variety of multitude of services, ranging from education to environmental protection, council tax, business rates, housing benefit housing and birth registration, to planning and highways maintenance.

The procurement of an effectively managed print and scanning service is key to ensuring that the council can perform its key administrative functions efficiently and effectively, whilst at the same time ensuring it can enhance its digital service provision and reduce its impact on the environment.

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

Quality criterion - Name: Quality / Weighting: 30

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 60

### **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

+1 year, +1 year

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

Variants will be accepted: No

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

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Provision of a Hybrid Mail Solution.

Lot No

2

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

- 48219700 - Communications server software package
- 48223000 - Electronic mail software package
- 30133000 - Mailing equipment

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

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

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

The purpose of this tender is to procure a hybrid mail solution that enables a safe, secure and cost -efficient method of handling the Vale of Glamorgan Council's outbound mail requirements. The preferred supplier should be able to offer an online solution for the following high-level requirements:

Production of Hybrid Mail, including the printing, packing and dispatch of daily letters which could include variable or fixed data inserts.

The printing and sending of simple single letters, ranging from one-off ad-hoc letters to mail-merge generated letter campaigns.

Solution needs to be suitable for sending a variety of mail types – from a single letter to bulk mail-merge activity generated from Council systems e.g. Housing Rents, Electoral Registration.

A managed hybrid mail service for council departments with complex requirements such as Housing, Council tax and Benefits, to include document matching of daily letters and end of year billing.

Production of mail includes all documents generated from our Council Tax, NNDR (Business Rates) and Housing Benefits systems, including our annual billing runs. Letters are required to be matched to individual customer accounts for the purpose of reducing the amount of individual letters sent to customers.

The procurement of an effectively hybrid mail service is key to ensuring that the council can perform its key administrative functions efficiently and effectively, whilst at the same time ensuring it can enhance its digital service provision and reduce its impact on the environment.

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

Quality criterion - Name: Quality / Weighting: 30

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 60

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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Selection criteria as stated in the procurement documents

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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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

18 November 2024

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

18 November 2024

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

To submit your Tender Response for this notice and obtain any additional information please go to <https://supplierlive.proactisp2p.com/Account/Login>

ERFX1008514 Supply of Multi-functional Device Printers & Hybrid Mail Services

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at [https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=145436](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=145436).

(WA Ref:145436)

The buyer considers that this contract is suitable for consortia.

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Email

[digital@valeofglamorgan.gov.uk](mailto:digital@valeofglamorgan.gov.uk)

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+44 2079477501

Country

United Kingdom