

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/035254-2022>

Tender

## **External Mail, Print and Dispatch Services**

Rhondda Cynon Taf CBC

F02: Contract notice

Notice identifier: 2022/S 000-035254

Procurement identifier (OCID): ocds-h6vhtk-038d17

Published 13 December 2022, 2:58pm

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

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

Rhondda Cynon Taf CBC

The Pavilions, Clydach Vale

Tonypandy

CF40 2XX

#### **Email**

[procurement@rctcbc.gov.uk](mailto:procurement@rctcbc.gov.uk)

#### **Telephone**

+44 1443

#### **Country**

United Kingdom

#### **NUTS code**

UKL15 - Central Valleys

**Internet address(es)**

Main address

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

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0276](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0276)

**I.3) Communication**

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

<https://etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk/>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://etenderwales.bravosolution.co.uk/>

**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**

External Mail, Print and Dispatch Services

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

- 79810000 - Printing services

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

Services

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

The Council requires an external specialist in mail, print and dispatch services to support its duties across the Council. The Supplier must provide a solution to personalise, print and post a diverse range of documents, applying rules where required. Further detail is available in the tender documents.

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

This contract is divided into lots: No

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

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

- 64216120 - Electronic mail services
- 79571000 - Mailing services

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

NUTS codes

- UKL15 - Central Valleys

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

The Council requires an external specialist in mail, print and dispatch services to support its duties across the Council, specifically including but not limited to; Revenues, Benefits, Payroll and Pensions and Electoral Services functions. The Supplier must fully support the Council in the delivery of its legal duties in relation to Elections on a National, Welsh

Government, and Local level.

The extension of data driven communications, via an automated online print and mailing solution is also required to meet changing operational demands.

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

Quality criterion - Name: Technical / Quality / Weighting: 30

Quality criterion - Name: Social Value / Weighting: 5

Price - Weighting: 65

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

up to 24 months

### **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

---

## **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

As per tender 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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As stated in the tender documents

---

## **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

23 January 2023

Local time

12:00pm

**IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

23 January 2023

Local time

12:00pm

Place

<https://etenderwales.bravosolution.co.uk/>

Information about authorised persons and opening procedure

<https://etenderwales.bravosolution.co.uk/>

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at

[https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=127261](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=127261)

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

Social Value will be applied to the contract. Further detail is available in the tender documents.

(WA Ref:127261)

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom