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Tender

## **Print and Mailing Services - 00472-CX**

Print and Mailing Services - 00472-CX

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-036209

Procurement identifier (OCID): ocds-h6vhtk-05562b

Published 30 June 2025, 4:06pm

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### **Scope**

### **Reference**

00472-CX

### **Description**

Stonewater (as the Contracting Authority) requires an efficient and comprehensive print and mailing provision for the production and despatch of large customer mailing projects throughout the year.

Ranging from our annual Rent Review mailout (c. 40,000 letters) to smaller ad-hoc mailings of 5,000 letters or below.

Stonewater would work with the mailing provider to agree design (on appointment of the Contract) to develop and deliver our annual mailing programme along with any ad hoc large mailing services that may be required. We look to our mailing provider to bring their experience from their wider base of clients to help us deliver a high-quality service of

correspondence to our customers as required.

Initial term of 3 years (with extension options of 12months plus 12 months).

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=962629326>

### **Total value (estimated)**

- £270,000 excluding VAT
- £337,500 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 6 October 2025 to 5 October 2028
- Possible extension to 4 October 2030
- 4 years, 11 months, 30 days

Description of possible extension:

2 x 12 month extension options

### **Main procurement category**

Services

### **CPV classifications**

- 79570000 - Mailing-list compilation and mailing services
- 79571000 - Mailing services
- 79800000 - Printing and related services
- 79810000 - Printing services
- 79820000 - Services related to printing
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

## **Contract locations**

- UKG - West Midlands (England)
- UKF - East Midlands (England)
- UKH - East of England
- UKK - South West (England)
- UKJ - South East (England)
- UKC - North East (England)
- UKD - North West (England)

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

11 July 2025, 12:00pm

### **Tender submission deadline**

4 August 2025, 5:00pm

### **Submission address and any special instructions**

<https://www.delta-esourcing.com/delta>

### **Tenders may be submitted electronically**

Yes

### **Languages that may be used for submission**

English

### **Award decision date (estimated)**

22 August 2025

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## **Award criteria**

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Quality	Quality	60%
Price	Price	40%

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## **Other information**

### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

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## **Contracting authority**

### **Print and Mailing Services - 00472-CX**

- Public Procurement Organisation Number: PVMT-4274-HPBN

Suite C Lancaster House, Grange Business Park

Leicester

LE8 6EP

United Kingdom

Contact name: Donna Monro

Telephone: 07741703695

Email: [donna.monro@stonewater.org](mailto:donna.monro@stonewater.org)

Region: UKF22 - Leicestershire CC and Rutland

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)