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Tender

Outsourcing Outbound Print and Post Services

London and Quadrant Housing Trust

F02: Contract notice

Notice identifier: 2024/S 000-038501

Procurement identifier (OCID): ocds-h6vhtk-04c0e3

Published 28 November 2024, 4:31pm

Section I: Contracting authority

I.1) Name and addresses

London and Quadrant Housing Trust

29 – 35 West Ham Lane

Stratford

E15 4PH

Contact

Procurement

Email

p6@lqgroup.org.uk

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<https://www.lqgroup.org.uk>

Buyer's address

<https://www.in-tendhost.co.uk/lqsupplychainmanagement/asp/Home>

I.3) Communication

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

<https://www.in-tendhost.co.uk/lqsupplychainmanagement/asp/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Outsourcing Outbound Print and Post Services

Reference number

Head Office 00001769

II.1.2) Main CPV code

- 79824000 - Printing and distribution services

II.1.3) Type of contract

Services

II.1.4) Short description

London and Quadrant Housing Trust ("LandQ") wishes to engage a supplier to provide Outbound Printing and Post Services. This service is intended to replace most if not all existing arrangements. The service needs to be in place and operational before closure of Cray House in March 2025. We estimate that the projected overall annual volume of outbound post will be ;600,000 units/yr. There will be around 1000 users spread across all geographical locations where LandQ has a presence ("the Services/Goods/Contract").

II.1.5) Estimated total value

Value excluding VAT: £1,800,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

London and Quadrant Housing Trust ("L&Q") wishes to engage a supplier to provide Outbound Printing & Post Services. The service needs to be in place and operational before the closure of Cray House in March 2025.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

renewal option after 3 years.

II.2.10) Information about variants

Variants will be accepted: Yes

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 IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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

2 January 2025

Local time

12:01pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

21 January 2025

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Justice

London

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

n/a