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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](mailto: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.aspx/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.aspx/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

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## **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

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## **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

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## **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