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Planning

## **Printed Stationery (Print/Store/Deliver)**

Companies House

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-039250

Procurement identifier (OCID): ocids-h6vhtk-04c297

Published 5 December 2024, 2:11pm

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

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

Companies House

Crown Way

Cardiff

CF14 3UZ

#### **Contact**

Corporate Services

#### **Email**

[commercial@companieshouse.gov.uk](mailto:commercial@companieshouse.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/companies-house>

Buyer's address

<https://www.gov.uk/government/organisations/companies-house>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

National or federal Agency/Office

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Printed Stationery (Print/Store/Deliver)

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

- 30199710 - Printed envelopes

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

Supplies

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

Companies House is looking to provide notification to the market ahead of a planned procurement exercise for its Printed Stationery (Print/Store/Deliver) contract.

This is to support supplier readiness in responding to our requirements for a supplier to manufacture, store, administer, and distribute printed stationery (primarily envelopes). The contract requires the supplier to produce envelopes that meet detailed specifications and ensure appropriate packaging to prevent damage during transit. Envelopes must be delivered to Companies House Cardiff, with the supplier maintaining stock levels and managing stock to prevent obsolescence. Regular updates on stock levels are required. Deliveries will be scheduled weekly, with flexibility to adjust based on demand. The supplier is also expected to suggest efficiency improvements and environmentally friendly solutions.

#### **II.1.5) Estimated total value**

Value excluding VAT: £150,000

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

This contract is divided into lots: No

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

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

- 30199700 - Printed stationery except forms

- 30199711 - Printed window envelopes
- 30199230 - Envelopes
- 30199712 - Printed non-window envelopes

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

NUTS codes

- UK - United Kingdom

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

Companies House is looking to provide notification to the market ahead of a planned procurement exercise for its Printed Stationery (Print/Store/Deliver) contract.

This is to support supplier readiness in responding to our requirements.

If you are potentially interested in such a opportunity please email; [Commercial@companieshouse.gov.uk](mailto:Commercial@companieshouse.gov.uk). Note: this will not be used to restrict bidders in the future procurement exercise and is for information only. Companies House reserves the right to conduct further market engagement as we see fit.

Requirements: A supplier for the manufacture, storage, administration, and distribution of printed stationery (primarily envelopes). The contract requires the supplier to produce envelopes that meet detailed specifications and ensure appropriate packaging to prevent damage during transit. Envelopes must be delivered to Companies House Cardiff, with the supplier maintaining stock levels and managing stock to prevent obsolescence. Regular updates on stock levels are required. Deliveries will be scheduled weekly, with flexibility to adjust based on demand. The supplier is also expected to suggest efficiency improvements and environmentally friendly solutions.

### **II.3) Estimated date of publication of contract notice**

6 January 2025

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

