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Tender

TD2296 - Provision of Bulking and Printing Services

Derby City Council

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

Notice identifier: 2025/S 000-042304

Procurement identifier (OCID): ocds-h6vhtk-056476

Published 23 July 2025, 11:21am

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Scope

Reference

TD2296 / DN782861

Description

Derby City Council (the Council) is undertaking this procurement to establish a contract for the supply of a Bulk Mailing service, in respect of production and dispatch of a range of documents required by the Council. Further details can be found in Part Three - Specification when you have downloaded the tender documents. Guidance is provided below on how to access them.

Please note suppliers wishing to express interest and obtain the documentation must do so by 12:00 on Monday 25th August 2025. It is recommended that you express interest and obtain the documentation well before this time to allow sufficient time to prepare and submit a bid.

The deadline to submit clarification questions is Monday 11th August 2025.

The deadline for returns is 12:00 on Tuesday 26th August 2025.

Documents are available at: (<https://www.eastmidstenders.org>)

Please search for TD2296 in the search engine to find the opportunity. Once you have registered an interest the project will be in your "My activities" section where you can start your response.

Total value (estimated)

- £922,298.18 excluding VAT
- £1,106,757.82 including VAT

Above the relevant threshold

Contract dates (estimated)

- 30 September 2025 to 29 September 2027
- Possible extension to 29 September 2029
- 4 years

Description of possible extension:

There will be an option to extend the contract for two (2) years in 12-month increments, subject to satisfactory performance and business needs. Maximum contract period is four (4) years (48 months).

Options

The right to additional purchases while the contract is valid.

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Main procurement category

Services

CPV classifications

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

Contract locations

- UKF11 - Derby

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

11 August 2025, 11:59pm

Tender submission deadline

26 August 2025, 12:00pm

Submission address and any special instructions

Documents are available at: (<https://www.eastmidstenders.org>)

Please search: TD2296 in the search engine.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

11 September 2025

Recurring procurement

Publication date of next tender notice (estimated): 1 May 2029

Award criteria

Name	Type	Weighting
Price	Price	50%
Quality	Quality	50%

Other information

Payment terms

As per Part Three - Specification

Description of risks to contract performance

As per Part Three - Specification

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Derby City Council

- Public Procurement Organisation Number: PQVM-1383-ZBXP

The Council House - Corporation Street

Derby

DE1 2FS

United Kingdom

Email: procurement@derby.gov.uk

Region: UKF11 - Derby

Organisation type: Public authority - sub-central government