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Tender

ID 5950317 - GRO PROCUREMENT OF CERTIFICATE PAPER

Northern Ireland Statistics and Research Agency (Executive Agency of the Department of Finance)

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

Notice identifier: 2025/S 000-043024

Procurement identifier (OCID): ocds-h6vhtk-05660c

Published 25 July 2025, 10:11am

Scope

Reference

ID 5950317

Description

The General Register Office (GRO) requires the supply and delivery of specialist A4 size certificate paper in order to meet legislative requirements to produce certified copies. Suppliers should refer to the Specification Schedule for full detail on the deliverables of this contract.

Total value (estimated)

- £265,000 excluding VAT

- £318,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 3 October 2025 to 2 October 2028
- Possible extension to 2 October 2030
- 5 years

Description of possible extension:

There will be two options to extend the contract for anything up to 12 months each at the Buyers discretion.

CPD and the Buyer cannot guarantee any level of business under these optional extension periods.

Main procurement category

Goods

CPV classifications

- 30197630 - Printing paper
- 30199310 - Embossed or perforated printing paper

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

14 August 2025, 3:00pm

Tender submission deadline

25 August 2025, 3:00pm

Submission address and any special instructions

Tenders must be submitted electronically at <https://etendersni.gov.uk>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

25 September 2025

Recurring procurement

Publication date of next tender notice (estimated): 3 June 2030

Award criteria

Name	Type	Weighting
AC3 - Total Contract Price	Price	75%
AC1 - Security Measures to deter Forgery and Counterfeiting	Quality	13%
AC2 - Security Arrangements	Quality	12%

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Northern Ireland Statistics and Research Agency (Executive Agency of the Department of Finance)

- Public Procurement Organisation Number: PQQH-8352-JYGJ

Colby House, Stranmillis Court

Belfast

BT9 5RR

United Kingdom

Email: SSDAdmin.CPD@finance-ni.gov.uk

Region: UKN06 - Belfast

Organisation type: Public authority - central government

Devolved regulations that apply: Northern Ireland

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

CPD - Supplies and Services Division

Summary of their role in this procurement: CPD- Supplies and Services Division is a Centre of Procurement Expertise and provides a central procurement function for central government in Northern Ireland.

- Public Procurement Organisation Number: PVWG-8426-YWXV

Clare House 303, Airport Road West

Belfast

BT3 9ED

United Kingdom

Email: SSDAdmin.CPD@finance-ni.gov.uk

Region: UKN06 - Belfast

Contact organisation

Contact [CPD - Supplies and Services Division](#) for any enquiries.