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Tender

Print and Mailing Services - 00472-CX

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

Notice identifier: 2025/S 000-044888

Procurement identifier (OCID): ocds-h6vhtk-05562b

Published 31 July 2025, 4:06pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Scope

Reference

00472-CX

Description

Stonewater (as the Contracting Authority) requires an efficient and comprehensive print and mailing provision for the production and despatch of large customer mailing projects throughout the year.

Ranging from our annual Rent Review mailout (c. 40,000 letters) to smaller ad-hoc mailings of 5,000 letters or below.

Stonewater would work with the mailing provider to agree design (on appointment of the Contract) to develop and deliver our annual mailing programme along with any ad hoc large mailing services that may be required. We look to our mailing provider to bring their experience from their wider base of clients to help us deliver a high-quality service of correspondence to our customers as required.

Initial term of 3 years (with extension options of 12months plus 12 months).

** Please note extension to deadline - now Fri 8th Aug, 17:00 **

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=970028556>

Total value (estimated)

- £270,000 excluding VAT
- £337,500 including VAT

Above the relevant threshold

Contract dates (estimated)

- 6 October 2025 to 5 October 2028
- Possible extension to 4 October 2030
- 4 years, 11 months, 30 days

Description of possible extension:

2 x 12 month extension options

Main procurement category

Services

CPV classifications

- 79570000 - Mailing-list compilation and mailing services
- 79571000 - Mailing services
- 79800000 - Printing and related services
- 79810000 - Printing services
- 79820000 - Services related to printing
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

Contract locations

- UKG - West Midlands (England)
- UKF - East Midlands (England)
- UKH - East of England
- UKK - South West (England)
- UKJ - South East (England)
- UKC - North East (England)
- UKD - North West (England)

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

4 August 2025, 12:00pm

Tender submission deadline

8 August 2025, 5:00pm

Submission address and any special instructions

<https://www.delta-esourcing.com/delta>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

22 August 2025

Award criteria

Name	Type	Weighting
Quality	Quality	60%
Price	Price	40%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Print and Mailing Services - 00472-CX

- Public Procurement Organisation Number: PVMT-4274-HPBN

Suite C Lancaster House, Grange Business Park

Leicester

LE8 6EP

United Kingdom

Contact name: Donna Monro

Telephone: 07741703695

Email: donna.monro@stonewater.org

Region: UKF22 - Leicestershire CC and Rutland

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)