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Contract

TD2235- Supply Of Papers, Cards, Plain, Printed, and Printed Postage Impression (PPI) Envelopes.

Derby City Council

F03: Contract award notice

Notice identifier: 2025/S 000-045527

Procurement identifier (OCID): ocids-h6vhtk-04e383

Published 4 August 2025, 10:32am

Section I: Contracting authority

I.1) Name and addresses

Derby City Council

The Council House - Corporation Street

Derby

DE1 2FS

Email

procurement@derby.gov.uk

Country

United Kingdom

Region code

UKF11 - Derby

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.derby.gov.uk/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

TD2235- Supply Of Papers, Cards, Plain, Printed, and Printed Postage Impression (PPI) Envelopes.

II.1.2) Main CPV code

- 30192000 - Office supplies

II.1.3) Type of contract

Supplies

II.1.4) Short description

Derby City Council (the Council) is undertaking this procurement to establish a contract for the supply Paper, Card, and Envelopes in various sizes and weights.

The initial contract period is for 3 years (36 months) the contract is due to commence 14th July 2025 and expire 13th July 2028.

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 five

(5) years (60 months)

II.1.6) Information about lots

This contract is divided into lots: Yes

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £320,000

II.2) Description

II.2.1) Title

Paper and Cards

Lot No

1

II.2.2) Additional CPV code(s)

- 30197630 - Printing paper

II.2.3) Place of performance

NUTS codes

- UKF11 - Derby

II.2.4) Description of the procurement

The requirement is for the supply of paper and card in various weights and sizes ranging from a minimum weight of 75gsm up to 300gsm and sizes from A4 to SRA3 coated and uncoated stock with the majority of this being white but there will occasionally be need for coloured paper, card, and speciality paper.

II.2.5) Award criteria

Price

II.2.11) Information about options

Options: Yes

Description of options

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 five (5) years (60 months)

II.2) Description

II.2.1) Title

Plain, Printed, And Printed Postage Impression (PPI) Envelopes

Lot No

2

II.2.2) Additional CPV code(s)

- 30199710 - Printed envelopes

II.2.3) Place of performance

NUTS codes

- UKF11 - Derby

II.2.4) Description of the procurement

The requirement is for the supply of Plain, Printed and Postage Printed Impression (PPI) Envelopes with the Royal Mail logo on the right-hand top corner and which meets the Royal Mail specification. The Council requirement is for a mix of window and non-window, gummed, machine, self-seal, peel, and seal envelopes in various sizes ranging from C6 to oversize C4.

II.2.5) Award criteria

Price

II.2.11) Information about options

Options: Yes

Description of options

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 five (5) years (60 months)

II.2) Description

II.2.1) Title

Large Format

Lot No

3

II.2.2) Additional CPV code(s)

- 30197630 - Printing paper

II.2.3) Place of performance

NUTS codes

- UKF11 - Derby

II.2.4) Description of the procurement

The requirement is for large format paper in sizes A0, A1, A2 in various weights coated and uncoated stock and Roll Banners.

II.2.5) Award criteria

Price

II.2.11) Information about options

Options: Yes

Description of options

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 five (5) years (60 months)

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open 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.2.1) Previous publication concerning this procedure

Notice number: [2025/S 000-005675](#)

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

25 June 2025

V.2.2) Information about tenders

Number of tenders received: 4

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Elliott Baxter & Company Limited

Hampshire

Country

United Kingdom

NUTS code

- UK - United Kingdom

Companies House

00463083

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £279,205

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

25 June 2025

V.2.2) Information about tenders

Number of tenders received: 4

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Premier Paper Group Limited

Birmingham

Country

United Kingdom

NUTS code

- UK - United Kingdom

Companies House

03672117

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £120,000

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Derby City Council

The Council House, Corporation Street, Derby

Derby

DE1 2FS

Email

procurement@derby.gov.uk

Country

United Kingdom