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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 000-047276

Procurement identifier (OCID): ocds-h6vhtk-056476 ([view related notices](#))

Published 8 August 2025, 1:48pm

Changes to notice

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

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.

This procurement takes place within in the context of the ongoing Local Government Reorganisation (LGR), which may result in changes to council structures and service delivery responsibilities during the contract term.

The estimated contract value stated in this notice includes potential future requirements which may arise because of LGR. This includes indicative increases in service scope or volume over the live of the contract. These elements are included for planning purposes and flexibility within the contract and do not represent committed spend. Full details are provided in the tender documents, specifically in Section 1.2 of the ITT, Section 2 of the Specification and the Pricing Schedule. This approach is intended to ensure the contract remains scalable and fit for purpose throughout its duration.

The core contract value, estimated at £922,298.18, based on known current service requirements.

Due to potential future changes in service scope or volume linked to LGR the Council anticipates a potential increase to the overall contract value by £415,000 - £600,000.

The total contract value if the LGR takes place will be approximately £1,337,574 - £1,522,574.

Total value (estimated)

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

Above the relevant threshold

Contract dates (estimated)

- 5 January 2026 to 4 January 2028
- Possible extension to 4 January 2030
- 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.

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).

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

13 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