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Contract

Hybrid Mail Services for Local Authority

Surrey Heath Borough Council

UK7: Contract details notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-055413

Procurement identifier (OCID): ocds-h6vhtk-0508d6 ([view related notices](#))

Published 10 September 2025, 2:05pm

Scope

Description

Hybrid Mail Services for Local Authority, including Revenues and Benefits via email and postal services.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=979369113>

Contract 1. Hybrid Mail Services

Supplier

- Datagraphic Ltd

Contract value

- £200,000 excluding VAT
- £240,000 including VAT

Above the relevant threshold

Date signed

10 August 2025

Contract dates

- 18 August 2025 to 17 August 2028
- Possible extension to 17 August 2030
- 5 years

Description of possible extension:

Three year initial term with further period or periods of up to two (2) years maximum, by the Council giving written notice to the Service Provider at least 3 months in advance of the expiry date of the initial terms or any executed extension option.

Main procurement category

Services

CPV classifications

- 79571000 - Mailing services

Contract locations

- UKJ25 - West Surrey

Key performance indicators

Name

Criterion 1

Criterion 2

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Supplier

Datagraphic Ltd

- Companies House: 02913191

Ireland Ind Est, Adelphi Way

Chesterfield

S43 3LS

United Kingdom

Contact name: Loraine Austin

Telephone: 01276707100

Email: loraine.austin@surreyheath.gov.uk

Region: UKF12 - East Derbyshire

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Supported employment provider: No

Public service mutual: No

Contract 1

Contracting authority

Surrey Heath Borough Council

- Public Procurement Organisation Number: PQQL-9321-BBQX

Surrey Heath House, Knoll Road

Camberley

GU15 3HD

United Kingdom

Contact name: Loraine Austin

Telephone: 01276 707100

Email: loraine.austin@surreyheath.gov.uk

Region: UKJ25 - West Surrey

Organisation type: Public authority - sub-central government