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Contract

Provision of Printing and Other Related Services

Royal Berkshire Fire Authority

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

Notice identifier: 2025/S 000-057175

Procurement identifier (OCID): ocds-h6vhtk-059bea

Published 17 September 2025, 9:33am

Scope

Reference

1552

Description

The Authority is seeking quotes for the provision of a solution that will provide Royal Berkshire Fire Authority (RBFA) with a framework of suitable suppliers for print services. This will be a call off contract and no commitment to purchasing items. The Authority will place an order at its discretion as on when required basis.

The Authority requires print services by multiple team and departments to support their work in reducing fire risk, supporting business to understand their responsibilities through promotional material used at events. On a day-to-day basis there is the occasional need for such as different formats of printing such as display banners.

The requirement is a single source contract.

Other print requirements include: -

- Promotional material (Posters, leaflets)
- Staff Communications (Magazines and leaflets)
- Presentation (Banners)
- Brochures (For event ceremonies)

The requirements range from planned printed based on business-as-usual work to support our work in the community through to event or urgent requirements requiring a short turnaround.

The Authority invited suppliers to a quote process in order to award the contract.

Contract 1. Provision of Printing Other Related Services

Supplier

- Press to Print Reading Ltd

Contract value

- £55,000 excluding VAT
- £66,000 including VAT

Below the relevant threshold

Date signed

31 August 2025

Contract dates

- 1 September 2025 to 31 August 2027
- Possible extension to 31 August 2030
- 5 years

Description of possible extension:

The option to extend for a further three years in one-year intervals.

Main procurement category

Services

CPV classifications

- 79800000 - Printing and related services

Contract locations

- UKJ11 - Berkshire

Key performance indicators

Name	Description
Print Quality and Accuracy	Percentage of print jobs delivered meeting defined quality standards on first delivery should be target at 99.9% this will be measured by random sample checks and user feedback.

Name	Description
Turnaround Time Compliance	Percentage of urgent orders delivered within three working days will be target at 95% this will be determined by order timestamp vs. delivery timestamp.
Sustainable Printing Practices	Percentage of jobs completed using recycled or environmentally certified materials will be target at 99.9%. This will be measured by quarterly sustainability report and indication or narration on materials used.
Order Tracking and Proofing Efficiency	Percentage of jobs with successful use of the online ordering/proofing platform, where applicable this will be target at 99.9%. this can be measured by system-generated logs or via email request and user feedback.

Procedure

Procedure type

Below threshold - limited competition

Supplier

Press to Print Reading Ltd

272-274 ELGAR ROAD SOUTH

READING

RG2 0BZ

United Kingdom

Email: steve.hook@presstoprint.co.uk

Region: UKJ11 - Berkshire

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Contract 1. Provision of Printing Other Related Services

Contracting authority

Royal Berkshire Fire Authority

- Public Procurement Organisation Number: PGTB-9133-ZLDZ

Newsham Court

Reading

RG31 7SD

United Kingdom

Contact name: Nwanneka Osodi

Email: procurementenquiries@rbfrs.co.uk

Region: UKJ11 - Berkshire

Organisation type: Public authority - sub-central government