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Tender

Marketing brochures - Regent Theatre

Ipswich Borough Council

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

Notice identifier: 2025/S 000-058382

Procurement identifier (OCID): ocids-h6vhtk-059ec6

Published 22 September 2025, 10:40am

Scope

Description

The printing, posting and delivery of marketing brochures - 2 brochures per year.

First brochure for delivery in November 2025.

Total value (estimated)

- £90,000 excluding VAT
- £108,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 November 2025 to 31 October 2028

- 3 years

Main procurement category

Goods

CPV classifications

- 22100000 - Printed books, brochures and leaflets
- 22140000 - Leaflets
- 22150000 - Brochures

Submission

Tender submission deadline

13 October 2025, 11:00am

Submission address and any special instructions

<http://www.suffolksourcing.uk> for all procurement documents and to submit.

Tenders may be submitted electronically

Yes

Award criteria

Please see procurement documents. 60% price and 40% quality split.

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Ipswich Borough Council

- Public Procurement Organisation Number: PPLT-7247-DMBJ

Grafton House, 15-17 Russell Road

Ipswich

IP1 2DE

United Kingdom

Email: procurement@ipswich.gov.uk

Region: UKH14 - Suffolk

Organisation type: Public authority - sub-central government