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Tender

## **Print and Distribution Services**

Royal Borough of Greenwich

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

Notice identifier: 2025/S 000-066834

Procurement identifier (OCID): ocds-h6vhtk-05d012 ([view related notices](#))

Published 20 October 2025, 4:12pm

### **Scope**

### **Description**

The Royal Borough of Greenwich is seeking a qualified service provider to deliver printing and distribution services for ad-hoc communications. To fully manage the Council's end to end print and distribution requirements, ensuring high-quality, timely, and cost-effective delivery of printed communications to residents

### **Total value (estimated)**

- £450,000 excluding VAT
- £540,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 December 2025 to 30 November 2028

- Possible extension to 30 November 2030
- 5 years

Description of possible extension:

RBG has the option to extend by up to a further 24 months.

## **Main procurement category**

Services

## **CPV classifications**

- 79800000 - Printing and related services

## **Contract locations**

- UKI51 - Bexley and Greenwich

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

## Tender submission deadline

17 November 2025, 12:00pm

## Submission address and any special instructions

<https://supplierlive.proactisp2p.com/Account/Login>

## Tenders may be submitted electronically

Yes

## Languages that may be used for submission

English

## Award decision date (estimated)

26 November 2025

## Recurring procurement

Publication date of next tender notice (estimated): 1 September 2028

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## Award criteria

Name	Type	Weighting
Total Price	Price	40%
Delivery/Business Continuity	Quality	12%

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<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Proposal for Print and Distribution Methodology	Quality	10%
Social Value	Quality	10%
Performance Management	Quality	9%
Service Delivery and Capacity	Quality	8%
Contract Management	Quality	6%
Risk Management	Quality	5%

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## **Other information**

### **Applicable trade agreements**

- Government Procurement Agreement (GPA)

### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

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## **Contracting authority**

## **Royal Borough of Greenwich**

- Public Procurement Organisation Number: PXBB-6689-HZVL

The Woolwich Centre, 35 Wellington Street

London

SE18 6HQ

United Kingdom

Email: [procurement@royalgreenwich.gov.uk](mailto:procurement@royalgreenwich.gov.uk)

Region: UKI51 - Bexley and Greenwich

Organisation type: Public authority - sub-central government