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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

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 produrement estagery
Main procurement category
Services
CPV classifications
79800000 - Printing and related services
Contract locations
UKI51 - Bexley and Greenwich
Participation
Particular suitability
Small and medium-sized enterprises (SME)

# 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

#### **Award criteria**

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

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

### Other information

## **Applicable trade agreements**

• Government Procurement Agreement (GPA)

## Conflicts assessment prepared/revised

Yes

## **Procedure**

## **Procedure type**

Open procedure

# **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

Region: UKI51 - Bexley and Greenwich

Organisation type: Public authority - sub-central government