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Tender

Print & Post Contract 2026

Oxford City Council

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

Notice identifier: 2025/S 000-078216

Procurement identifier (OCID): ocds-h6vhtk-04ec5e ([view related notices](#))

Published 28 November 2025, 3:59pm

Scope

Reference

OCC000876

Description

A service for printing, collating and mailing both physical and digital council communication to residents, businesses and advertising.

Total value (estimated)

- £865,000 excluding VAT
- £1,038,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- Possible extension to 31 March 2030
- 4 years

Description of possible extension:

Up to 1 year, in any increment of 1 month.

Main procurement category

Services

CPV classifications

- 79810000 - Printing services

Contract locations

- UKJ14 - Oxfordshire

Submission

Enquiry deadline

12 December 2025, 2:30pm

Tender submission deadline

24 December 2025, 2:30pm

Submission address and any special instructions

<https://in-tendhost.co.uk/oxfordcc.aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

23 February 2026

Award criteria

Name	Type	Weighting
Quality	Quality	60%
Price	Price	40%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Oxford City Council

- Public Procurement Organisation Number: PJQW-3663-YMYQ

Oxford Town Hall, St Aldates

Oxford

OX1 1BX

United Kingdom

Email: Procurement@oxford.gov.uk

Region: UKJ14 - Oxfordshire

Organisation type: Public authority - sub-central government

