

United Kingdom-Nottingham: Postal and telecommunications services

OJ S 33/2020 17/02/2020

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Nottingham City Council
Postal address: Loxley House, Station Street
Town: Nottingham
NUTS code: UKF1 Derbyshire and Nottinghamshire
Postal code: NG2 3NG
Country: United Kingdom
Contact person: Ms Louise Dobson
E-mail: Louise.Dobson@nottinghamcity.gov.uk
Telephone: +44 1158763460

Internet address(es):

Main address: <http://www.nottinghamcity.gov.uk>
Address of the buyer profile: <http://www.nottinghamcity.gov.uk>

I.1. Name and addresses

Official name: Ashfield District Council
Town: Nottingham
NUTS code: UKF1 Derbyshire and Nottinghamshire
Country: United Kingdom
E-mail: louise.dobson@nottinghamcity.gov.uk
Internet address(es):
Main address: <https://www.ashfield.gov.uk/>

I.1. Name and addresses

Official name: Bassetlaw District Council
Town: Nottingham
NUTS code: UKF1 Derbyshire and Nottinghamshire
Country: United Kingdom
E-mail: louise.dobson@nottinghamcity.gov.uk
Internet address(es):
Main address: <https://www.bassetlaw.gov.uk/>

I.1. Name and addresses

Official name: Mansfield District Council
Town: Nottingham
NUTS code: UKF1 Derbyshire and Nottinghamshire
Country: United Kingdom
E-mail: louise.dobson@nottinghamcity.gov.uk
Internet address(es):
Main address: <https://www.mansfield.gov.uk/>

I.2. Information about joint procurement

The contract involves joint procurement

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://procontract.due-north.com/Advert/Index?advertId=1976c5d4-9b3b-ea11-80fc-005056b64545>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://procontract.due-north.com/Advert/Index?advertId=1976c5d4-9b3b-ea11-80fc-005056b64545>

I.4. Type of the contracting authority

Regional or local authority

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

CPU 3599 Printing, Packaging and Mailing Services
Reference number: DN459040

II.1.2. Main CPV code

64000000 Postal and telecommunications services

II.1.3. Type of contract

Services

II.1.4. Short description

The authorities are seeking tenders from sufficiently experienced and qualified contractors for the provision of services for production, sorting, packing and posting of End Council Tax bills, NNDR bills, Bid bills, Council Tax Reduction and Benefit Letters.

Annual services:

— the production, sorting, packing and posting of Year End Council Tax bills, NNDR bills, BID bills, Council Tax Reduction Letters, and benefit letters and enclosures. This to include optional e-billing. A postage guarantee for bills to arrive with households within 3 working days from date of this dispatch date. The service to include inclusion of accompanying letters with some bills dependent on type of bill (e.g empty property letter to go with bills for empty properties and letter advising customers to contact benefits unit where the bill is a result of CTR adjustment). Provision of reconciliation statistics following annual Council Tax billing and daily statistics when required.

Weekly/monthly/quarterly services:

— the production, sorting, merging, packing and posting of Daily, Council Tax bills, NNDR bills, BID bills, Council Tax Reduction Letters, benefit letters and enclosures. Council Tax and NNDR Reminder letters,

— summonses and bailiff warning letters/final notice letters are produced on a monthly or weekly basis,

— the production of sundry debtors invoices on an annual, 6 monthly, quarterly, monthly or weekly basis,

— the production of landlord schedules on an annual, 4 weekly and weekly basis which can be either by post or by e-mail.

II.1.5. Estimated total value

Value excluding VAT: 680 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.3. Place of performance

NUTS code: UKF1 Derbyshire and Nottinghamshire

Main site or place of performance: Providers premises.

II.2.4. Description of the procurement

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II.2.5. Award criteria

Criteria below

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

II.2.6. Estimated value

Value excluding VAT: 680 000,00 GBP

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 60

This contract is subject to renewal: no

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

II.2.14. Additional information

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 13/03/2020 Local time: 15:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 15/03/2020 Local time: 12:30

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

3-5 years

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: Nottingham City Council

Town: Nottingham

Country: United Kingdom

VI.4.2. Body responsible for mediation procedures

Official name: Nottingham City Council

Town: Nottingham

Country: United Kingdom

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

None

VI.4.4. Service from which information about the review procedure may be obtained

Official name: Nottingham City Council

Town: Nottingham

Country: United Kingdom

VI.5. Date of dispatch of this notice

13/02/2020