**Invitation to tender for calendar production and delivery**

1. **Background**

Chiltern District Council (CDC) and Wycombe District Council (WDC) provide a joint waste and recycling service across both districts. Annual waste collection communications are supplied to households which provide information on waste collection days and recycling requirements.

1. **Request for Quote**

The Councils are inviting tenders for the provision of the full colour printing and delivery of approximately 105,000 A5, four page booklets, in branded envelopes, to properties in the Chiltern and Wycombe districts.

The design of the booklet and envelopes will be done in-house. We will require clear consultation and a template for the design work for both the booklet and the envelope.

There are two booklet designs; “Booklet A” and “Booklet B”. The split for these designs is approximately 50/50. The main difference in the designs will be the middle two pages – the collection calendar.

The paper should be silk, have a bright white finish and be 170gsm in weight. The paper should have a minimum of 75% recycled content; recycled content should only include pre and post-consumer waste and excludes mill broke. Any virgin pulp used should be from a sustainable source.

The envelopes should be C5 with no window and full colour printing on one side.

Our preference is for the delivery of the calendars through Royal Mail, having been organised through a ‘walksort’ process. However, we will also consider quotes which use a ‘downstream access’ service. Please be aware, the booklets are not eligible for ‘advertising mail’ discounts.

Booklets need to be delivered before the end of Friday 20 October 2017.

The Joint Waste Services will provide the split address data for “Booklet A” and “Booklet B”. We will require you to provide clear consultation on the format that this address data should be presented in. We expect reassurance in relation to data security and compliance.

When responding, please provide the following information:

* Cost for printing
* Cost for delivery
* Your preferred format for the provision of address data

Tel: (01494) 586550 Web Sites: www.chiltern.gov.uk www.wycombe.gov.uk

Email: wasteteam@chiltern.gov.uk or wasteteam@wycombe.gov.uk (for refuse/recycling/street cleansing enquiries)

Reception opening hours 9am to 5pm Monday to Thursday and 9am to 4.30pm Friday

* Email contact addresses for two referees for whom you have produced and distributed materials (preferably local authorities)

1. **Submitting your tender**

We must receive your formal written quotation no later than:

**12:00 on Wednesday 6th September 2017**

We request formal written quotations in a sealed envelope which must only have the following text written on it:

“Tender for calendar production and delivery

Head of Environment

Chiltern District Council

Kind George V Building

King George V Road

Amersham

Buckinghamshire

HP6 5AW”

Please note that tenders submitted electronically will not be considered.

Should you require any further information please email the Joint Waste Team at [wasteteam@chiltern.gov.uk](mailto:wasteteam@chiltern.gov.uk) and title your email ‘Tender for Calendar production and delivery’.

1. **Option to quote for additional work – Full colour print and insert of 105,000 x double sided A5 single page advert**

The Councils are also seeking quotes for the full colour print and insert of 105,000 double sided A5 single page adverts; this advert will need to be inserted alongside each calendar into every envelope. The design of the advert will be done in-house. We will require clear consultation and a template for the design work for the advert.

This quote is optional and your decision not to quote for this work will not affect the evaluation of individual quotes for the CDC / WDC booklets, or the additional work set out in **5**.

If you choose to provide a quotation for the print and insert of the adverts, please provide the following information:

* Cost for printing
* Any additional packaging costs
* Any additional postage costs
* Any further additional costs

Should you require any further information please email the Joint Waste Team at [wasteteam@chiltern.gov.uk](mailto:wasteteam@chiltern.gov.uk) and title your email ‘Tender for Calendar production and delivery’.

Please note:

* All quotes submitted for the optional advert **must** be submitted with a separate quotation for the CDC/WDC Joint Waste Service booklets. Please ensure transparency and distinguish the associated costs.
* When awarding the contract for the printing and delivery of the CDC/WDC booklet, we are not obliged to award the work for the additional work
* ****If you choose the option to quote for the additional work, please enclose the quotation in the same pack as your formal written response for the CDC/WDC tender, following the instructions set out at **3. Submitting your tender**.

1. **Option to quote for additional work – South Bucks District Council**

South Bucks District Council (SBDC) provides a shared service with Chiltern District Council and is seeking quotes for the full colour printing of 32,000 A5 four page booklets; no envelopes or delivery will be required. This quote is optional and your decision not to quote for this work will not affect the evaluation of individual quotes for the CDC / WDC booklets.

Please note that:

* The SBDC booklets will be different in design to those required for the CDC/WDC joint waste service
* The paper should be silk, have a bright white finish and be 170gsm in weight. The paper should have a minimum of 75% recycled content; recycled content should only include pre and post-consumer waste and excludes mill broke. Any virgin pulp used should be from a sustainable source.

The design of the booklet will be done in-house. We will require clear consultation and a template for the design work of the booklet.

There are two booklet designs; “Booklet A” and “Booklet B”. The split for these designs is 50/50; 16,000 per booklet.

The SBDC booklets will need to be provided by Friday 3rd November 2017

If you choose to provide a quotation for the SBDC booklet, please provide the following information:

* Costs for printing

Should you require any further information regarding the quotations for South Bucks District Council please email the Environment Team at [recycling@southbucks.gov.uk](mailto:recycling@southbucks.gov.uk)

**Please note:**

* All quotes submitted for the optional SBDC tender **must** be submitted with a separate quotation for the CDC/WDC Joint Waste Service booklets. Please ensure transparency and distinguish the associated costs for tenders submitted
* When awarding the contract for the printing and delivery of the CDC/WDC booklet, we are not obliged to award the work for the additional SBDC work
* ****If you choose the option to quote for the additional SBDC work, please enclose the quotation in the same pack as your formal written response for the CDC/WDC tender, following the instructions set out at **3. Submitting your tender**.

[www.chiltern.gov.uk](http://www.chiltern.gov.uk) | [www.wycombe.gov.uk](http://www.wycombe.gov.uk) | [www.southbucks.gov.uk](file:///\\cdc-fp01\data\es\ENVIRONMENT\Waste\3.%20Communications\3.4%202016-17\3.4.1%20Annual%20Comms%20Plan\3.4.1.1%20Calendar%202016.2017\tendering\www.southbucks.gov.uk)

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