**MARKET ENGAGEMENT QUESTIONNAIRE**

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| **Project:** | Printing and Mailing of Garden Waste Permits in North Somerset |
| **Closing Date for Completed Questionnaires:** | No later than 13:00 on Friday 03 December 2021 |

North Somerset Council is engaging with potential providers to deliver printing and posting of garden waste permit stickers and tie tags of the kerbside garden waste collection service in North Somerset. Please complete the following questionnaire to help us shape our service specification and gauge interest in this opportunity.

**PLEASE NOTE:**

Responses to this questionnaire imply no commitment on providers to engage in any subsequent procurement process, nor do they confer any advantaged status or guarantee of inclusion in any subsequent procurement process for those providers who do respond. The questionnaire and all responses received are in no way legally binding on any party.

North Somerset Council reserves the right to withdraw this notice at any time and is not bound to accept any proposals submitted by providers and is not liable for any costs incurred as a result of providers engaging with this process. This exercise does not guarantee that procurement will take place and North Somerset Council reserves the right to defer from any procurement entirely.

**Confidentiality and Freedom of Information**

Please be aware that the council is subject to the disclosure requirements of the Freedom of Information Act (FoIA) and that potentially, any information held is liable to disclosure under that Act.  For this reason, we would strongly advise that any information considered to be confidential is labelled as such. In the event that a request is subsequently made for disclosure under the FoIA, that request will be dealt with in accordance with the legislation and giving full regard to the NDA.

**Questionnaire**

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| **Question:** | **Response** |
| 1. Company Name |  |
| 2. Address |  |
| 3. Contact name, telephone number and email address  We may wish to discuss responses provided in more detail, please provide the contact details of the most appropriate person. |  |
| 4. Please confirm if you have previous experience of delivering a print and post service such as this. (Y/N) |  |
| 5. Do you anticipate any issues with being able to **print** approximately 52,000 permits and 3,000 tags, commencing March 2022 until March 2023, with the majority of the permits being issued in the first 4 months? |  |
| 6. Do you anticipate any issues with being able to **post** approximately 52,000 permits, 3,000 tags commencing March 2022 until March 2023 period, with the majority of the permits being issued in the first 4 months? The permits would need to be printed and mailed out to customers twice-weekly. |  |
| 7. Do you envisage sub-contracting the printing or postage? |  |
| 8. What would be your minimum implementation period? |  |

Instructions to return the completed questionnaire via Proactis / Supplying the South West;

* Home View – select Recently Added / Last Viewed tab
* Select Printing and Mailing of Garden Waste Permits in North Somerset Contract
* On the right-hand side select create message