**TENDER FOR THE PRINT AND MAIL SERVICE FOR COUNCIL TAX AND OTHER ITEMS**

**CONTRACT REFERENCE 680-2019**

**PROCONTACT REFERENCE DN 411574**

**OJEU REFERENCE 2019/S 099-239968**

Hartlepool Borough Council is looking to appoint an experiences contractor to print and issue personalised Council Tax Bills, Local Council Tax Bills, Local Council Tax Support and Housing Benefit Notifications, Business Rates Bills, Council Tax and Business Rates Recovery documents and Housing Benefit Overpayment letters, including inserts and envelopes, with related design services where relevant. The required service also includes proposals and costs for mailing arrangements.

The Contract is for 3 years with the option to extend for a further 2 x 12 month period subject to satisfactory performance.

Individuals wishing to register an interest and download the procurement documents, should apply via the ProContract e-tendering portal [**https://procontract.due-north.com**](https://procontract.due-north.com)

All completed documentation for the first stage of this tender must be completed and returned via the ProContract e-tendering portal only and by no later than 14:00 on Friday 28th June 2019. Postal or e-mailed submission will not be accepted