Date: 29th July 2022

Tunbridge Wells Borough Council (TWBC) is inviting interested parties to take part in a supplier engagement process regarding its Parking Stationery Supplies.

The Council is looking for a printing and advertising company to develop a partnership for the provision of pay and display tickets. TWBC is looking to form an agreement, whereby the successful tenderer will make best endeavours to sell advertising space on our pay and display tickets in order to offset the cost of printing. The tenderer will provide this on allocated space on the reverse of the ticket; with tickets being provided at no cost to the Council. Advertising will be sold by the successful tenderer or a partner company, and the choice of advertisements will be that of the tenderers, subject to the Council’s approval.

We would welcome interest from reputable companies and specialist suppliers in this market. At this stage the Council is considering dividing the contract into smaller lots. If you feel you cannot supply all of the products listed below, please feel free to submit information on the products you can supply.

It is envisaged that the scope of the contract will cover:

* Pay and Display tickets
* Bespoke Penalty Charge Notices (PCN’s)
* Bespoke Fixed Penalty Notices (FPN’s)
* Biodegradable PCN Envelopes
* Pre-printed postal envelopes for the parking team.

**Your expression of interest must be made via Kent Business Portal, and the information requested above must be provided by 12:00pm on 19th August 2022 in order to be eligible for assessment.**

**Information must be submitted via the messaging facility within the Kent Business Portal.**

**Overview**

Interested parties are invited to submit the following information, but may submit additional information that they feel relevant:

* Based on the above advertising proposal, how do you feel this contract would fit in the current marketplace? Do you think that all of the requirements would be achievable?
* Sustainable options – is this something you’re able to support? From the above list, what sustainable products do you currently produce? Do you provide biodegradable envelopes? If yes, please could you specify the shelf-life. Do you provide pay and display tickets using recycled paper?
* What is the shelf-life of the tickets and envelopes you provide?
* Do you have a minimum order quantity (MOQ) in place? If yes, please state the minimum quantity
* What are your lead times from order to delivery? Please specify lead times of each stage - selling advertising, period for print, period for delivery**.**

If you require any further information at this stage, please contact us through the Kent Business Portal and we will aim to respond your query within 3 - 5 working days.

Many thanks

Kind regards,



Megan Hook

Procurement Officer

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