Newsletter Printing
Contract Tender Document
2026/27-29

Credenhill Community Newsletter Printing

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Contents

A. INVITATION TO TENDER 3
B. STANDARD CONTRACT CONDITIONS 4
Officer 4
Extent of Work 4
Duration of Contract 4
Payment to Contractor 4
Termination of Contract 4
Notes to Tenderers 4
C. SPECIFICATION OF WORKS 5
D. SCHEDULE OF WORKS 5
E. TENDER FORM – To be submitted to the Council 6
F. DECLARATION & COMPANY DETAILS FORM – To be submitted to the Council 7
G. EVALUATION 8

A. INVITATION TO TENDER

1. Credenhill Parish Council ("the Council") hereby invites tenders for the carrying out of the Service of Newsletter Printing Services in accordance with the Contract documents attached, which comprise:

   A. Invitation to tender
   B. Standard contract conditions
   C. Specification of works
   D. Schedule of works
   E. Tender form
   F. Declaration & Company Details Form
   G. Evaluation

2. The Prices submitted must indicate the rate for carrying out each element of the Contract.

3. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.

4. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Officer by no later than two weeks before the closing date.

5. The tender shall be submitted ONLY on the attached Form of Tender.

6. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.

7. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.

8. If having examined the tender documents you wish to submit a tender you should:

   a) Fully complete and return the following documents:

      i. Tender Form
      ii. Declaration & Company Details Form

   b) Return tenders and all related documentation by FRIDAY 27th February 2026, by post to the Credenhill Parish Council Office, 59 Glebe Close, Credenhill, Hereford. HR4 7EX
   Tenders received late will not be considered.

   c) Please note that the package containing the tender must be clearly marked **"Newsletter Printing Services contract"** on the outside.

B. STANDARD CONTRACT CONDITIONS

Officer
The Officer will be the Parish Clerk

Extent of Work
The work will comprise Printing 980 copies of the Community Newsletter on a monthly basis excluding August and January (10 Editions per year) and delivering these to 1 address in the parish of Credenhill.

Duration of Contract
The Contract will run for the period commencing **01 APRIL 2026** to **31 MARCH 2029** inclusive, with annual performance reviews. Tenders are to be priced on a per edition basis dependant on the number of pages in that edition. There will be no opportunity to alter the rates tendered during the full term of the contract.

Payment to Contractor
The Contractor will submit an invoice, by the 10th of the month for it to be paid before the end of that month for all work carried out. Invoices submitted during August will not be paid until September due to there being no Parish Council meeting that month. Invoices submitted after the 10th of the month will not be paid until the following month unless the Officer has sufficient time to include them on the Parish Council Agenda.

Termination of Contract
Either party may, without reason, terminate the Contract, in writing, giving no less than Three Months' Notice.

Notes to Tenderers

i. Attention is drawn to the Form of Tender and Standard Contract Conditions. These documents must be read in conjunction with the Specification of Works, and Schedule of Works. Contractors are advised to carefully read all documentation.
ii. The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations, but EXCLUDING VAT (if applicable)
iii. A price shall be inserted against each item on the Form of Tender for each element of the contract tendered for.
iv. No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.
v. A regular inspection will be carried out by the Council throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.
vi. Invoices presented for payment must include a schedule of the works completed including the dates of the work.
vii. Contractors are asked to contact the Officer if any clarification is required.

C. SPECIFICATION OF WORKS

1. Community Newsletter - 10 editions per year 1 per month excluding August and January.

2. 980 copies of each edition.

3. A5 Portrait Self Cover, 115gsm silk, printed in colour throughout, collated, folded, stitched and trimmed.

4. The number of pages will vary in each edition from 28pp, 32pp, 36pp and 40pp

D. SCHEDULE OF WORKS

1. A pdf document of the newsletter will be supplied to the contractor approx. 10 days before the start of the month by the Officer.

2. A proof will be issued by the contractor to the Officer for checking and approval via email.

3. Once approved the printed documents will be delivered to an address specified by the Officer in the Parish of Credenhill ideally 3 days before the start of the month.

E. TENDER FORM – To be submitted to the Council

Please complete and sign the Tender Form and Declaration & Company Details Form to the Credenhill Parish Council offices by FRIDAY 27th February 2026 at the latest.

PRICES QUOTED ARE TO BE EXCLUSIVE OF VAT

Edition Size/Spec	2026/27 PRICE FOR 980 Copies (NO VAT)	2027/28 PRICE FOR 980 Copies (NO VAT)	2028/29 PRICE FOR 980 Copies (NO VAT)
28 pp	£	£	£
32 pp	£	£	£
36 pp	£	£	£
40 pp	£	£	£
A5 Portrait Self Cover, 115gsm silk, in colour throughout, collated, folded, stitched and trimmed.			

Please complete if you have **not** been previously used by Credenhill Parish Council in the performance of a similar contract then please provide details of 2 references who can be contacted to provide support for your application:

Referee 1

Name	
Position	
Company Name	
Contact Number	
Contact Email	
Annual Contract Value	

Referee 2

Name	
Position	
Company Name	
Contact Number	
Contact Email	
Annual Contract Value	

F. DECLARATION & COMPANY DETAILS FORM – To be submitted to the Council

Please complete and sign the Tender Form and Declaration & Company Details Form to the Credenhill Parish Council offices by **FRIDAY 27th February 2026** at the latest.

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works and Schedule of Works.

I/We understand that Credenhill Parish Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Company or Business Name:
……..

Business correspondence address
……

……Postcode: ……..

VAT Reg No. (if applicable) ……

Contacts: Landline : …….

Mobile : …….

Email : …….

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained therein and, if successful are willing to be bound to the contract as expressed therein.

Signed: ……..Print Name: …… Position: ……

Dated: ……..

G. EVALUATION

Bids will be evaluated in accordance with the Credenhill Parish Council's Financial Regulations using the following criteria and weighting:

Criteria	Possible Score
Price The full and final cost over the full term of the contract. To take into account affordability and the commercial stability of a reasonable return for the supplier.	Max 50 points out of 100
Quality The supplier's ability to perform the contract to the highest standards. Evidence of the supplier's relevant knowledge and experience. Feedback received from References.	Max 25 points out of 100
Compliance The supplier's compliance with all Health, Safety Environment and employment laws, regulations, and best practices.	Max 25 points out of 100