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Tender

2024_SSA ITT for Courier Services

British Council

F02: Contract notice

Notice identifier: 2025/S 000-000442

Procurement identifier (OCID): ocds-h6vhtk-04ce15

Published 8 January 2025, 9:56am

Section I: Contracting authority

I.1) Name and addresses

British Council

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London

E20 1JQ

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Country

United Kingdom

Region code

UKI - London

Charity Commission (England and Wales)

209131

Internet address(es)

Main address

<https://tap.tcsapps.com/tap2/#/bc-supplier-registration>

Buyer's address

<https://tap.tcsapps.com/tap2/#/bc-supplier-registration>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://tap.tcsapps.com/sourcing/Supplier/Login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://tap.tcsapps.com/sourcing/Supplier/Login>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Charity

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

2024_SSA ITT for Courier Services

Reference number

ITT1021659

II.1.2) Main CPV code

- 64120000 - Courier services
 - DA01 - International
 - DA15 - Domestic

II.1.3) Type of contract

Services

II.1.4) Short description

Through this invitation to tender (ITT) British Council is looking to hire a professional courier company to provide efficient and cost-effective delivery solution for business-critical service, who can manage the complete courier operation in SSA within local markets and the Region. 2.2 The purpose and scope of this ITT and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a tender proposal. 2.3 The objective is to create a framework of supplier(s) for British Council who can provide courier services in International market, within local markets and the Region most effectively to ensure value for money. The tendering process is to create a framework of supplier(s) for our services; International Courier ServicesLocal/ Domestic/Regional Courier Services 2.4 How the framework Contract is expected to be structured: The Framework Contract is a 3-split in 3 different Clusters within SSA. Further information around what general service requirements under this framework can be found in section 7 of this document. For clarity each of the Lots are as below: Lot Number Lot 1 Lot 2 International Courier ServicesLocal & Regional Courier

Services Southern Africa Cluster-Zimbabwe, Zambia, Mozambique, Malawi, Botswana, Mauritius, South Africa
Lot 3 Local & Regional Courier Services East Africa Cluster-Kenya, Sudan, Rwanda, Tanzania, Uganda, Ethiopia
Lot 4 West Africa Cluster-Nigeria, Ghana, Cameroon, Senegal

II.1.5) Estimated total value

Value excluding VAT: £2,800,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots
4

Maximum number of lots that may be awarded to one tenderer: 4

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

All lots

II.2) Description

II.2.1) Title

SSA-International Courier

Lot No

1

II.2.2) Additional CPV code(s)

- 64120000 - Courier services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Confidential Exams shipments from UK to Overseas and Vice versa

II.2.4) Description of the procurement

International Courier Services

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Subject to 1 renewal not exceeding 12 months

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Lot 2-National and Regional Courier Services Southern Africa

Lot No

2

II.2.2) Additional CPV code(s)

- 64120000 - Courier services
 - DA15 - Domestic
 - DA16 - Non-domestic

II.2.3) Place of performance

NUTS codes

- ZW - Zimbabwe

Main site or place of performance

Local & Regional Courier Services Southern Africa Cluster-Zimbabwe, Zambia, Mozambique, Malawi, Botswana, Mauritius, South Africa

II.2.4) Description of the procurement

Local & Regional Courier Services within country and within Southern Africa Cluster countries-Zimbabwe, Zambia, Mozambique, Malawi, Botswana, Mauritius, South Africa

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Subjected to 1 renewal not exceeding 12 months

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Lot 3-National and Regional Services Courier

Lot No

3

II.2.2) Additional CPV code(s)

- 64120000 - Courier services

II.2.3) Place of performance

NUTS codes

- KE - Kenya

Main site or place of performance

Local & Regional Courier Services East Africa Cluster-Kenya, Sudan, Rwanda, Tanzania, Uganda, Ethiopia

II.2.4) Description of the procurement

National courier services within country and within East Africa region countries

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Subject to 1 renewal not exceeding 12 months

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Lot 4-National and Regional Courier Services-West Africa

Lot No

4

II.2.2) Additional CPV code(s)

- 64120000 - Courier services
 - DA15 - Domestic

II.2.3) Place of performance

NUTS codes

- NG - Nigeria

Main site or place of performance

West Africa Cluster-Nigeria, Ghana, Cameroon, Senegal

II.2.4) Description of the procurement

National courier within country and Regional within Cluster countries

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Subject to 1 renewal not exceeding 12 months

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

The lots for the Tender are as follows; Lot 1 Lot 2 International Courier Local & Regional Courier Services Within Southern Africa Cluster-Zimbabwe, Zambia, Mozambique, Malawi, Botswana, Mauritius, South Africa Lot 3 Local & Regional Courier Services Within East Africa Cluster-Kenya, Sudan, Rwanda, Tanzania, Uganda, Ethiopia Lot 4 Within West Africa Cluster-Nigeria, Ghana, Cameroon, Senegal

7.3.2 A supplier is permitted to tender for one or more lots so long there is clear demonstration of competitiveness, enhanced discounts in services provided and compliance to the requirements of the tender. A response will only be evaluated for the Lot for which it is tendered for.

7.3.3 A supplier may be contracted for more than one Lot depending on the response competitiveness and compliance with the requirements.

7.3.4 In-country/ national lots could be tendered individually and should comply with all the in-country/ national requirements but should be able to provide the service in at least two countries in the said cluster.

7.4 Grounds for disqualification The British Council may disqualify a potential supplier when it is substantially established that they do not demonstrate capability to the following;

- a) On-time delivery, at 7.30 a.m., local time for exam materials with practicable demonstrated capability.
- b) Security and safety due to the confidentiality of the materials BC is in business of.
- c) Traceability such that at any one point, BC is able to locate where the consignment is etc.
- d) E-shipment capability.
- d) Charging service in another currency that is not local currency for the country

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

III.2.2) Contract performance conditions

The expectations are: -

- Delivery of Exams materials from source to in-country/ local, to the airport to British Council offices strong rooms countries.
- Notification of all arrivals with 48hrs' notice in writing.
- Distribution of Exam materials to venues before the exams takes place as per a prior agreement with the British Council.

i. Despatch of Question Papers/ Material to outreach centres/ venues based on provided schedules that will be shared in advance, it may include weekends as well.

ii. Any late/ unexpected despatch/

receipt should be dealt with as the main consignment and the same workflow should be adopted. • All boxes containing Exams materials will be transported in locked vehicles or suitable equivalence such as motor bikes where applicable. The vehicle or motor bikes must have a tracker to map out the journey details such as time taken, route adopted and number of timed stoppages. The vehicle (motor bike rider) should have a mobile phone in order to allow timely reporting of internal dispatch status including challenges. • The courier company should have a backup vehicle/s (or motor bikes and motor bike riders) in case of emergencies or break-downs or down time. • Airway bill should be valid for extended period of time to allow for the transaction to be complete at no extra cost. • Time-bound deliveries that need to get to destination venues by 0730 hrs must be met which includes the provider having capability to safely store the material overnight waiting for on time delivery to in country locations. • Provide advice and facilitate/ coordinate all customs processes such as declaration, clearance etc for all parcels and/ or materials that BC engages in from source point to destination.

7.2.3 Packaging of Exam materials/ consignment • Where BC does not provide special (water, fire and tamper proof at a minimum) packaging boxes with security seal/ lock, according to the venue requirements, the courier will provide boxes and packaging materials (that will be water, fire and tamper proof at a minimum) once a week (as per need). This is usually on Mondays - during the Exam periods. • British Council staff will pack the material appropriately and hand it over to courier staff (with relevant receipting) for delivery to the UK or stated destination (by the courier company itself).

7.2.4 Customs clearance and procedures • Both in-bound and outbound shipment's customs clearing shall be coordinated and facilitated by the service provider where it is required in the most economical manner.

7.2.5 E-shipment and tracking facility • The service provider shall have a facility to enable shipment documentation to be online unless where there is evidence that the same is not possible.

7.2.6 Tracking • Latest tracking information must always be available online and/ or with the courier company until the consignment reaches its main destination. Tracking system must have alerts functionality to the shipment journey (i.e. where it has reached on its way to UK, for how long it stayed at a specific location/port, what was the reason for the stoppage, was consignment checked physically by opening boxes and packets, if it was checked was it done in the presence of the staff of the courier company etc) are disseminated to the relevant BC office.

7.2.7 Collection, transportation, tracking & safety of consignment • British Council shall inform the supplier of a schedule of dispatch at least two weeks earlier or as soon as it is reasonable known before. • Supplier to arrange pick up of the material from the location, provide a receipt with tracking number etc. • Supplier to ensure timely, safe and secure transport of the materials with and updated online tracking system. • In case of any loss/ damage to the packets/ boxes, the courier company should inform the Council immediately with potential recovery method to ensure BC does not suffer. • All consignments are confidential

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 8

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Initial period set as 36 months then initial extension not exceeding 12 months

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

14 February 2025

Local time

8:00am

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 2 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

18 February 2025

Local time

8:00am

Place

Remote opening

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

VI.4) Procedures for review

VI.4.1) Review body

The High Court Royal Courts of Justice

The High Court Royal Courts of Justice

London

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