

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/001463-2025>

Tender

## **Courier Services & Cargo Bikes**

City of London Corporation

F02: Contract notice

Notice identifier: 2025/S 000-001463

Procurement identifier (OCID): ocds-h6vhtk-04d080

Published 16 January 2025, 11:11am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

City of London Corporation

Guildhall

London

EC2P 2EJ

#### **Email**

[michael.gotthjalpsen@cityoflondon.gov.uk](mailto:michael.gotthjalpsen@cityoflondon.gov.uk)

#### **Telephone**

+44 2076063030

#### **Fax**

+44 2076063030

#### **Country**

United Kingdom

**Region code**

UKI - London

**Internet address(es)**

Main address

<https://cityoflondon.ukp.app.jaggaer.com/>

**I.3) Communication**

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

<https://cityoflondon.ukp.app.jaggaer.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://cityoflondon.ukp.app.jaggaer.com/>

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

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Courier Services & Cargo Bikes

#### **II.1.2) Main CPV code**

- 64120000 - Courier services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Lot 1 –

The City of London Corporation (the City) is seeking quotations for the provision of Courier services using exclusively pedal or electric assisted 2,3 or 4 wheeled cargo bikes and/or parcel trollies for the City of London Corporation and City of London Police. This service involves the secure collection and delivery of documents/ sensitive documents and parcels, including high value consignments, within a 5 mile radius of the Guildhall, Barbican Centre, Walbrook Wharf, City of London Police, Barbican Library, Shoe Lane Library and Artizan Street Library and Community Centre and any other sites that may arise.

Lot 2 –

The City of London Corporation (the City) is seeking quotations for the provision of Courier services for the City of London Corporation and City of London Police which involves the secure collection and delivery of documents/ sensitive documents, parcels including high value consignments both within London and UK, Europe and Internationally. The Service Provider will be required to collect from and deliver to any of the City of London Departments situated on various sites in and around London from Epping Forest and Port Health Authorities based in Tilbury & Manor way.

#### **II.1.5) Estimated total value**

Value excluding VAT: £250,000

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Courier Services & Cargo Bikes

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 64120000 - Courier services

### **II.2.3) Place of performance**

NUTS codes

- UKI - London

### **II.2.4) Description of the procurement**

The City of London Corporation (the City) is seeking quotations for the provision of Courier services using exclusively pedal or electric assisted 2,3 or 4 wheeled cargo bikes and/or parcel trollies for the City of London Corporation and City of London Police. This service involves the secure collection and delivery of documents/ sensitive documents and parcels, including high value consignments, within a 5 mile radius of the Guildhall, Barbican Centre, Walbrook Wharf, City of London Police, Barbican Library, Shoe Lane Library and Artizan Street Library and Community Centre and any other sites that may arise.

The City of London Corporation (the City) is seeking quotations for the provision of Courier services for the City of London Corporation and City of London Police which involves the secure collection and delivery of documents/ sensitive documents, parcels including high value consignments both within London and UK, Europe and Internationally. The Service Provider will be required to collect from and deliver to any of the City of London Departments situated on various sites in and around London from Epping Forest and Port Health Authorities based in

Tilbury & Manor way

### **II.2.5) Award criteria**

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

### **II.2.6) Estimated value**

Value excluding VAT: £250,000

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

Start date

7 April 2025

End date

31 March 2028

This contract is subject to renewal

No

### **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 IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **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

17 February 2025

Local time

5:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

16 January 2025

Local time

12:00pm

---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

High Court of England and Wales

London

Country

United Kingdom