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Tender

## **Shopfit and Signage - Manufacture, Deliver, Install & Branch Assessment and Design**

Post Office Limited

F02: Contract notice

Notice identifier: 2024/S 000-001850

Procurement identifier (OCID): ocids-h6vhtk-042e59

Published 18 January 2024, 8:30pm

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

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

Post Office Limited

100 Wood Street

London

EC2V 7ER

#### **Email**

[Procurement@postoffice.co.uk](mailto:Procurement@postoffice.co.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.postoffice.co.uk/>

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://postoffice.wax-live.com/S2C/SignIn.aspx>

Additional information can be obtained from the above-mentioned address

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

Banking, Retail and Postal Services

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## **Section II: Object**

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

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

Shopfit and Signage - Manufacture, Deliver, Install & Branch Assessment and Design

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

- 39170000 - Shop furniture

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

Supplies

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

Post Office is seeking to procure multi-supplier framework agreements for the supply of goods and services related to the fitting out of post office shops and branches. The framework agreements will be for a maximum of 4 years. The procurement has been divided into the following Lots:

Lot 1 - Branch Assessment and Design

- (a) Conceptual Design
- (b) Branch Surveys
- (c) CAD
- (d) Ergonomics
- (e) Industrial Engineering and Productivity Analysis

Lot 2 - Shopfit and Signage: Manufacture, Deliver and Install

#### **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**

Conceptual Design

Lot No

Lot 1(a)

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

- 79933000 - Design support services

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

NUTS codes

- UK - United Kingdom

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

1) Lot 1(a) Conceptual Design will require suppliers to provide design input to support projects implementing new branch propositions, designs and formats into our network ((Further information in specification which will be on Post Office's e-sourcing portal).

Post Office is seeking to appoint up to 3 suppliers to provide design input to support projects implementing new branch propositions, designs and formats into its network. Supplies/services within this lot, will include:

Strategy and research;

Concept design;

Design intent;

Design guides and toolkits;

3D modelling/visualisation.

### **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: £600,000

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

Duration in months

48

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.2.14) Additional information**

Please register on the portal if not done so already by clicking on the link below.

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When you have registered, please confirm your interest to [procurement@postoffice.co.uk](mailto:procurement@postoffice.co.uk) adding the link to this notice in your message and please ask to be added to the event on the portal to take part in the tender.

## **II.2) Description**

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

CAD

Lot No

Lot 1(b)

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

- 48321000 - Computer-aided design (CAD) software package

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

NUTS codes

- UK - United Kingdom

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

2) Lot 1(b) CAD will require 2D/3D branch rendering/visualisations including elevations in some cases to support development work by the Post Office Network Propositions Team on behalf of business programmes (Further information in specification which will be on Post Office's e-sourcing portal).

Post Office is seeking to appoint up to 3 suppliers to the framework in order to provide these CAD requirements.

#### **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: £430,000

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

Duration in months

48

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.2.14) Additional information**

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## **II.2) Description**

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

Branch Surveys

Lot No

Lot 1 (c)

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

- 71315300 - Building surveying services

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

NUTS codes

- UK - United Kingdom

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

3) Lot 1(c) Post Office requires suppliers to provide branch survey support for project planning and delivery. These include full surveys, internal and external elevations to be conducted (Further information in specification which will be on Post Office's e-sourcing portal).

Post Office is seeking to appoint up to 3 suppliers to the framework in order to provide these surveying requirements.

### **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: £430,000

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

Duration in months

48

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.2.14) Additional information**

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## **II.2) Description**

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

Ergonomics and Human Factors

Lot No

Lot 1 (d)

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

- 71317210 - Health and safety consultancy services

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

NUTS codes

- UK - United Kingdom

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

4) Lot 1(d) Ergonomic assessment of the interaction of customers and users with branch equipment as part of the development process for new equipment, counters or branch formats. The assessments are carried out at the prototype stage of new equipment development or early in the project cycle for business programmes wherever possible (Further information in specification which will be on Post Office's e-sourcing portal).

Post Office is seeking to appoint up to 3 suppliers to the framework in order to provide these Ergonomic services.

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

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

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

Value excluding VAT: £430,000

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

Duration in months

48

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.2.14) Additional information**

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## **II.2) Description**

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

Industrial Engineering/Productivity Studies

Lot No

Lot 1(e)

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

- 48330000 - Scheduling and productivity software package

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

NUTS codes

- UK - United Kingdom

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

5) Lot 1(e) Industrial Engineering and Productivity Studies support on various change projects in our branch network and other sites. Each project will be briefed with the supplier being required to quote for the work on a case by case basis. The projects could be supporting changes to product design, processes / procedures, equipment, layout & systems (Further information in specification which will be on Post Office's e-sourcing portal).

Post Office is seeking to appoint up to 3 suppliers to the framework in order to provide Industrial Engineering/Productivity services.

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

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

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

Value excluding VAT: £600,000

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

Duration in months

48

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.2.14) Additional information**

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## **II.2) Description**

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

Shopfit and Signage - Manufacture, Deliver and Install

Lot No

Lot 2

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

- 39170000 - Shop furniture

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

NUTS codes

- UK - United Kingdom

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

Lot 2 - Shopfit and Signage - Manufacture, Deliver and Install to Post Office's estate throughout the whole of the UK and Northern Ireland.

Awarded suppliers will be put on a framework where they will bid for specific pieces of work as per Post Office's requirements. Post Office is seeking to appoint up to 3 suppliers to installation/fit outs, onsite delivery at Post Office branches and estate. The Post Office locations suppliers will be asked to fit out include:

Model Branch - Mains

Model Branch - Local

Model Branch - Post Office on Wheels (PoWs)

Model Branch - Banking Hub

Model Branch - Banking Hub on Wheels (BHoWs)

Model Branch - Drop and Collect

Further information will be found on the tendering portal within the specification. Design manuals for each of the Model Branch's will also be found on the tendering portal. Additionally a Powerpoint deck, describing and providing a visual representation of these requirements will be made available on the portal.

#### **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: £45,000,000

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

Duration in months

48

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.2.14) Additional information**

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **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

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## **Section IV. Procedure**

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

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

Restricted procedure

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

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

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

Date

19 February 2024

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

The framework agreements entered into as a result of this contract notice shall be subject to English law and the exclusive jurisdiction of the English Courts.

Post Office reserves the right not to enter into any framework agreement or award any contract as a result of this contract notice and to vary or change or not to proceed with this competition at any stage of the procurement process.

Post Office shall not be responsible for any costs incurred by any potential bidder responding to this contract notice.

Please refer to the procurement documentation for important notices in respect of commercially sensitive information and the application of the Freedom of Information Act

2000.

Post Office reserves the right to require potential bidders to enter into a parent company guarantee and/or performance bond.

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

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

Post Office Limited

London

Country

United Kingdom

##### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

In accordance with Regulations 86 (Notices of decisions to award a contract or conclude a framework agreement), 87 (Standstill Period) and 91 (Enforcement of duties through the court) of the Public Contracts Regulations 2015.