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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 000-002115

Procurement identifier (OCID): ocds-h6vhtk-042ef5

Published 22 January 2024, 3:17pm

Section I: Contracting authority

I.1) Name and addresses

Post Office Limited

London

Email

procurement@postoffice.co.uk

Country

United Kingdom

NUTS code

UK - United Kingdom

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 electronically via

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

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

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

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.2.13) Information about European Union Funds

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

II.2.14) Additional information

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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.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: 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.2.13) Information about European Union Funds

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

II.2.14) Additional information

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II.2) Description

II.2.1) Title

Ergonomics and Human Factors

Lot No

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.2.13) Information about European Union Funds

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

II.2.14) Additional information

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II.2) Description

II.2.1) Title

Lot 1 (e)

Lot No

Industrial Engineering/Productivity Studies

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.2.13) Information about European Union Funds

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

II.2.14) Additional information

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II.2) Description

II.2.1) Title

Lot 2

Lot No

Shopfit - Manufacture, Deliver and Install

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.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: 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

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

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

19 February 2024

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

English

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.