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Tender

Outgoing Mail Services

GREENSQUAREACCORD LIMITED

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-002664

Procurement identifier (OCID): ocds-h6vhtk-0604a7

Published 13 January 2026, 1:27pm

Scope

Description

To provide a Outgoing Mail Service to the whole of GSA.

Total value (estimated)

- £767,400 excluding VAT
- £960,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 6 April 2026 to 6 April 2030
- Possible extension to 6 April 2031

- 5 years, 1 day

Description of possible extension:

Options to extend by a further 12 months.

Main procurement category

Services

CPV classifications

- 64216120 - Electronic mail services
- 72212223 - Electronic mail software development services
- 72412000 - Electronic mail service provider
- 79571000 - Mailing services

Contract locations

- UKG - West Midlands (England)
- UKK - South West (England)

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

10 February 2026, 4:00pm

Tender submission deadline

17 February 2026, 12:00pm

Submission address and any special instructions

All tenders are to be submitted via the Intend Portal.

<https://in-tendhost.co.uk/greensquare/aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

16 March 2026

Award criteria

Name	Description	Type	Weighting
Pricing	Complete and upload Appendix 6 Pricing Matrix as part of your tender submission. Appendix 6 is available in the tender pack.	Price	35%
IT Support and Business Continuity	Complete and upload Appendix 6 Pricing Matrix as part of your tender submission. Appendix 6 is available in the tender pack.	Quality	15%
Business Continuity and Operational Resilience	Complete and upload Appendix 6 Pricing Matrix as part of your tender submission. Appendix 6 is available in the tender pack.	Quality	15%
Resources and Management Question	Complete and upload Appendix 6 Pricing Matrix as part of your tender submission. Appendix 6 is available in the tender pack.	Quality	10%
Data Protection	Complete and upload Appendix 6 Pricing Matrix as part of your tender submission. Appendix 6 is available in the tender pack.	Quality	10%
Supplier Presentation	Suppliers who have submitted a tender return will attend a presentation to demonstrate the Sub Criteria explained in Appendix 1 Invitation to Tender Document that can be found in the tender pack.	Quality	10%

Name	Description	Type	Weighting
Social Value	Complete and upload Appendix 7 Social Value Matrix as part of your tender submission. Appendix 7 is available in the tender pack.	Quality	5%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<https://in-tendhost.co.uk/greensquare/aspx/Home>

Suppliers can access the tender pack via the intend portal. All submissions for this procurement will be via the Intend Portal.

Contracting authority

GREENSQUAREACCORD LIMITED

- Companies House: RS027052
- Public Procurement Organisation Number: PPDT-5615-BGVM

Second Floor, 10 Brindleyplace

Birmingham

B1 2JB

United Kingdom

Email: procurement@green-squareaccord.co.uk

Website: <http://www.green-squareaccord.co.uk>

Region: UKG31 - Birmingham

Organisation type: Public authority - sub-central government