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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)

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **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

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## Award criteria

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
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%

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## Other information

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## Documents

### Associated tender documents

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

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

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## 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@greensquareaccord.co.uk](mailto:procurement@greensquareaccord.co.uk)

Website: <http://www.greensquareaccord.co.uk>

Region: UKG31 - Birmingham

Organisation type: Public authority - sub-central government