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Tender

## **SPPD - Postal Services Framework**

Scottish Government

F02: Contract notice

Notice identifier: 2025/S 000-003953

Procurement identifier (OCID): ocds-h6vhtk-04925d

Published 6 February 2025, 12:36pm

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

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

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

#### **Contact**

Amy Smith

#### **Email**

[amy.smith@gov.scot](mailto:amy.smith@gov.scot)

#### **Country**

United Kingdom

#### **NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.scotland.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

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

Ministry or any other national or federal authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

SPPD - Postal Services Framework

Reference number

SP-24-009

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

- 64110000 - Postal services

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

Services

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

The Scottish Ministers wish to award a Framework Agreement for the provision of Postal Services for users throughout the public sector in Scotland. The Framework Agreement will comprise of 2 Lots with one supplier appointed to each:

Lot 1 – One Stop Shop for Physical Mail, Hybrid Mail, Scheduled/Regular Bulk Mail (Print & Post), Software and Digital Mail, and Mail Security Screening

Lot 2 – Hybrid Mail, Scheduled/Regular Bulk Mail (Print & Post), Software and Digital Mail Services

Lot limiting - Tenderers may bid for all Lots, however, a Tenderer may only be successful in one of these Lots. For Lots 1 and 2, we will undertake the evaluation in sequence and evaluate Lot 1 first. The Tenderers with the most economically advantageous tender in Lot 1 will be the preferred Tenderers for Lot 1. If the preferred Tenderers for Lot 1 also bid for Lot 2, they will be eliminated from consideration for Lot 2. From the remaining bids in Lot 2 the Tenderers with the most economically advantageous tender will be the preferred Tenderers for Lot 2.

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

Value excluding VAT: £96,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 1

## **II.2) Description**

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

Lot 1 - One Stop Shop for Physical Mail, Hybrid Mail, Scheduled/Regular Bulk Mail (Print and Post), Software and Digital Mail and Mail Security Screening

Lot No

1

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

- 64110000 - Postal services
- 64112000 - Postal services related to letters
- 64113000 - Postal services related to parcels

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

NUTS codes

- UKM - Scotland

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

Lot 1 of this Framework Agreement is for the provision of a One Stop Shop for the following postal services - Physical Mail, Hybrid, Scheduled/Regular Bulk Mail (Print and Post), Software and Digital Mail Services, and Mail Security Screening

Physical Mail - The collection and delivery of mail from Framework Public Bodies throughout Scotland, including the Highlands and Islands. It is prepared for posting by the Framework Public Body and collected by the Contractor from Framework Public Body sites. It is sorted by the Contractor and either delivered directly to recipients by the Contractor if they operate an end to end process, or injected into the Royal Mail network 'downstream' for final mile delivery by Royal Mail.

Off Site Hybrid - The Contractor shall provide an off site hybrid mail service via a web-based or cloud hosted solution allowing a fully digital process up to the point of print;

Scheduled/Regular Bulk mail - The production and delivery of planned or bulk mailings including includes, but is not limited to health screening service letters, generic health messaging, appointment letters and reminders; council tax notices and reminders, bursary notices, prospectus packs

Digital e Communications - The provision of additional and alternative options to physical print of mail items, including but not limited to SMS (text messaging) communications, Email communications, Secure web-based communications.

Software - The Contractor shall be permitted to deliver the required Hybrid, Scheduled Regular/Bulk (Print & Post) and Digital Mail services and/or solutions to Framework Public Body through the provision of the following: desktop solution and/or supporting software, web-based solutions and/or supporting software, development of a Framework Public Body portal or via a contractor's website interface.

Mail Security Screening - The Contractor shall be capable of fulfilling a broad range of Framework Public Body requirements this shall include security screening services for a variety of inbound mail items; which shall include documents and parcels; and the security screening shall be for a range of hazardous items and materials.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £76,000,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Framework will be in place for a 4 year period, after this the Framework may be subject to renewal.

#### **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**

The Authority accepts that Down Stream Access (DSA) may be a solution offered by Contractors under this Framework Agreement. Where this is the case, tenderers should be in possession of an access agreement with the universal service provider, Royal Mail, and if required to, be prepared to provide the Authority with evidence of this agreement.

### **II.2) Description**

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

Lot 2 - Hybrid Mail, Scheduled/Regular Bulk Mail (Print and Post), Software and Digital Mail

Lot No

2

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

- 64110000 - Postal services
- 64112000 - Postal services related to letters

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

NUTS codes

- UKM - Scotland

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

Lot 2 of this Framework Agreement is for the provision of the following postal services - Hybrid Mail, Scheduled/Regular Bulk Mail (Print and Post), Software and Digital

Mail Services.

Off Site Hybrid Mail - The Contractor shall provide an off site hybrid mail service via a web-based or cloud hosted solution allowing a fully digital process up to the point of print.

Scheduled/Regular Bulk Mail - The production and delivery of planned or bulk mailings including includes, but is not limited to health screening service letters, generic health messaging, appointment letters and reminders; council tax notices and reminders, bursary notices, prospectus packs.

Digital e Communications - The provision of additional and alternative options to physical print of mail items, including but not limited to SMS (text messaging) communications, Email communications, Secure web-based communications.

Software - The Contractor shall be permitted to deliver the required Hybrid, Scheduled Regular/Bulk (Print & Post), and Digital Mail services and/or solutions to Framework Public Body through the provision of the following: desktop solution and/or supporting software, web-based solutions and/or supporting software, development of a Framework Public Body portal or via a contractor's website interface.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £20,000,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Framework will be placed for a 4 year period, after this the Framework may be subject to renewal.

**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**

The Authority accepts that Down Stream Access (DSA) may be a solution offered by Contractors under this Framework Agreement. Where this is the case, tenderers should be in possession of an access agreement with the universal service provider, Royal Mail, and if required to, be prepared to provide the Authority with evidence of this agreement.

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

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

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Bidders must demonstrate a current ratio of 0.6 or above and attach financial statements as supporting evidence that they meet the financial requirements. See Question 1.69.1 of the SPD.

Current ratio will be calculated as follows: total current assets divided by total current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing as this may lead to exclusion by Scottish Government.

In the event that the bidder does not meet the financial criteria for consideration but has a parent company that does, the tenderer may still be eligible for consideration where their tender submission is supported by a parent company guarantee.

Minimum level(s) of standards possibly required

It is a requirement of this framework that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

-public liability insurance in the sum of not less than 1 000 000 GBP for any one incident and unlimited in total. See Question 1.69.5 of SPD.

-professional indemnity insurance in the sum of not less than 1 000 000 GBP for any one incident and unlimited in total. See Question 1.69.5 of the SPD, and

-employer's liability insurance 5 000 000 GBP or in accordance with any legal obligation for the time being in force. See Question 1.69.5 of the SPD

Bidders must provide a separate SPD response from entities upon whose capability/capacity they rely on in order to meet any selection criteria including economic and financial standing.

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## **Section IV. Procedure**

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

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

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 2

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-026582](#)

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

Date

12 March 2025

Local time

12:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 9 (from the date stated for receipt of tender)

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

Date

12 March 2025

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: within 4 years

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

The estimated total value of 96,000,000 GBP advised at II.1.5 is a genuine estimate, which may be exceeded for services within scope, up to a value of 120,000,000 GBP.

The Framework agreement will be available for use by the Scottish Ministers (including Agencies), Scottish Non-Departmental Public Bodies, offices in the Scottish Administration which are not ministerial offices, cross-border public authorities within the meaning of section 88(5) of the Scotland Act 1998, the Scotland Office, the Scottish Parliamentary Corporate Body, councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994, bodies regulated as social landlords under the Housing (Scotland) Act 2001, Scottish health boards or special health boards, Student Loan Company Limited, the Commissioner of Northern Lighthouse operating as the Northern Lighthouse Board, Scottish Futures Trust, Equality and Human Rights Commission, Business Stream Ltd, the Business Gateway National Unit at the Convention of Scottish Local Authorities, further or higher education institutions being fundable bodies within the meaning of Section 6 of the Further and Higher Education (Scotland) Act 2005, any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by one or more of the

foregoing, bodies financed wholly or mainly by one or more of the foregoing, bodies subject to management supervision by one or more of the foregoing and bodies more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, being appointed by one or more of the foregoing. In addition to the contracting authorities listed, the framework agreement will be available to charities entered on the Scottish Charity Register and voluntary organisations entered on the Membership Database of the Scottish Council for Voluntary Organisation.

Information about agencies of the Scottish Ministers, Scottish Non-Departmental Public Bodies and offices in the Scottish Administration which are not ministerial offices are listed at:

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 28437. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The Community Benefits requirements below are applicable to both Lots 1 and 2:

The Contractor shall be required to contribute to transforming the community in a real and sustainable manner, by securing the creation of a defined and measurable number of employment opportunities within Scotland in connection with the delivery of the service at Framework Level as follows:

#### New Entrants

1. Work experience 16+ years: 2 per year, 4 Person Weeks per year
2. Apprentices - can be existing: 1 per year, 26 Person Weeks per year
3. Apprentices - new: 1 in total during life of Framework, 26 Person Weeks per year
4. Progression into employment: 1 in total during life of Framework

## Existing Workforce

5. Continued professional development/training e.g. First Aid, Health and Safety/Vocational Qualifications: Minimum 25% of workforce

## Supply Chain Opportunities

6. SMEs in the Supply Chain: At least 50%

To the extent that it has not already done so, the Contractor shall support and shall ensure that its supply chain also support the Scottish Government's Community Benefits Initiative.

(SC Ref:788156)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session.