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Contract

Postal collection and delivery services

Norwich City Council

F03: Contract award notice

Notice identifier: 2024/S 000-006600

Procurement identifier (OCID): ocds-h6vhtk-04447a

Published 29 February 2024, 6:24pm

Section I: Contracting authority

I.1) Name and addresses

Norwich City Council

City Hall

NORWICH

NR21NH

Contact

Procurement team

Email

procurement@norwich.gov.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.norwich.gov.uk/site/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Postal collection and delivery services

Reference number

NRW/20446

II.1.2) Main CPV code

- 64112000 - Postal services related to letters

II.1.3) Type of contract

Services

II.1.4) Short description

Collection and Delivery of Letters, Large Letters and Parcels

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £350,000

II.2) Description

II.2.2) Additional CPV code(s)

- 64113000 - Postal services related to parcels

II.2.3) Place of performance

NUTS codes

- UKH15 - Norwich and East Norfolk

Main site or place of performance

City of Norwich

II.2.4) Description of the procurement

The council has a need for the delivery and collection of postal services for all non-electronic written correspondence.

II.2.5) Award criteria

Price

II.2.11) Information about options

Options: Yes

Description of options

Initial contract term is for 3 years with an option to extend for a further 1 + 1 years (to 2029)

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Award of a contract without prior publication of a call for competition in the cases listed below

- The procurement falls outside the scope of application of the regulations

Explanation:

Call-off from an existing framework with Crown Commercial Services as per information supplied. The framework itself was published in the Official Journal of the European Union or the Find a Tender service and an award notice was issued for the successful suppliers. Is a fully compliant framework the council can call-off from for above and below threshold procurements.

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

The procurement is covered by the Government Procurement Agreement: Yes

Section V. Award of contract

Contract No

NRW/20446

Title

Postal collection and delivery services

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

31 January 2024

V.2.2) Information about tenders

Number of tenders received: 1

Number of tenders received from SMEs: 0

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Royal Mail Group Limited

185 Farringdon Road

London

EC1A 1AA

Country

United Kingdom

NUTS code

- UKI - London

Companies House

04138203

Internet address

<https://www.royalmail.com/business/shipping/ways-pay/online-business-account>

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £350,000

Total value of the contract/lot: £350,000

Section VI. Complementary information

VI.3) Additional information

Contract has been procured via Lot 2 (Delivery and Collection of Letters, Large Letters and Parcels within UK) of the Postal Services & Solutions framework (RM6280) with CCS (Crown Commercial Services) matches the council's requirements. It is a collaboration with two other public sector procurement organisations; ESPO and YPO (Yorkshire Purchasing Organisation).

A benchmarking exercise was carried out with all 6 suppliers on the Lot before a call-off award was made.

VI.4) Procedures for review

VI.4.1) Review body

Norwich City Council

Norwich

Country

United Kingdom