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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](mailto: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

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**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)

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## **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

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## **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

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## **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