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Tender

## Postal Services and Solutions

The Minister for the Cabinet Office acting through Crown Commercial Service

F02: Contract notice

Notice identifier: 2023/S 000-008573

Procurement identifier (OCID): ocds-h6vhtk-0358bc

Published 24 March 2023, 9:19am

### Section I: Contracting authority

#### I.1) Name and addresses

The Minister for the Cabinet Office acting through Crown Commercial Service

The Capital Building, Old Hall Street

Liverpool

L3 9PP

#### Email

[supplier@crowncommercial.gov.uk](mailto:supplier@crowncommercial.gov.uk)

#### Telephone

+44 3150103503

#### Country

United Kingdom

#### Region code

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.gov.uk/ccs>

**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

<https://crowncommercialservice.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://crowncommercialservice.bravosolution.co.uk>

Tenders or requests to participate must be submitted to the above-mentioned address

**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**

Postal Services and Solutions

Reference number

RM6280

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

- 64000000 - Postal and telecommunications services

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

Services

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

Crown Commercial Service (CCS) as the Authority intends to put in place a Pan Government Collaborative Agreement for the provision of postal services and solutions to be utilised by Central Government Departments and all other UK Public Sector Bodies, including Local Authorities, Health, Police, Fire and Rescue, Education and Devolved Administrations. It is intended that this commercial agreement will be the recommended vehicle for all postal services and solutions required by UK Central Government.

This procurement is for the provision of a multi Supplier Framework Contract which will consist of eight (8) lots to cover various requirements for Postal Goods and Services to meet the current and future needs of the public sector.

The new Framework Contract will replace the existing Framework Contract (RM6017 Postal Goods, Services and Solutions) and includes services that will capture new technologies and innovations to support Buyers in adopting improved communications processes and transforming their mailroom operations to become more digital environments.

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

Value excluding VAT: £1,600,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots  
8

Maximum number of lots that may be awarded to one tenderer: 7

## **II.2) Description**

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

Franking Machines, Mailroom Equipment and Associated Consumables

Lot No

1

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

- 30123400 - Folding machines
- 30124520 - Scanner document feeders
- 30130000 - Post-office equipment
- 30131000 - Mailroom equipment
- 30131100 - Paper or envelope folding machines
- 30131200 - Envelope-stuffing machines
- 30131300 - Addressing machines
- 30131400 - Postage machines
- 30131500 - Mail opening machines
- 30131600 - Mail sealing machines
- 30131800 - Stamp affixers
- 30132000 - Sorting equipment
- 30132100 - Mail-sorting equipment
- 30132300 - Sorters
- 30133000 - Mailing equipment

- 30133100 - Bulk-mailing equipment
- 30144100 - Postage-franking machines
- 30197310 - Letter openers
- 30216130 - Barcode readers
- 38520000 - Scanners
- 39150000 - Miscellaneous furniture and equipment
- 43411000 - Sorting and screening machines
- 48100000 - Industry specific software package
- 48311000 - Document management software package
- 50000000 - Repair and maintenance services
- 50324200 - Preventive maintenance services
- 50421200 - Repair and maintenance services of X-ray equipment
- 51611100 - Hardware installation services
- 64100000 - Post and courier services
- 64110000 - Postal services
- 64112000 - Postal services related to letters
- 72212311 - Document management software development services
- 72512000 - Document management services

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

NUTS codes

- UK - United Kingdom

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

This lot is capable of providing a full range of low, medium and high volume capacity franking machines, mailroom equipment (including X-Ray machines) and associated consumables and software for both lease and outright purchase.

Includes basic maintenance and additional service wrap options.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £120,000,000

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

Duration in months

48

This contract is subject to renewal

No

## **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**

A framework contract will be awarded to a maximum of 8 bidders for Lot 1. The maximum number of bidders may increase where 2 or more bidders have tied scores in last position for the lot. Additionally, CCS reserves the right to award to any bidder whose final score is within 1% of the last position of the lot.

## **II.2) Description**

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

Collection and Delivery of Letters, Large Letters and Parcels within UK

Lot No

2

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

- 60160000 - Mail transport by road
- 60161000 - Parcel transport services
- 64100000 - Post and courier services
- 64110000 - Postal services
- 64111000 - Postal services related to newspapers and periodicals
- 64112000 - Postal services related to letters
- 64113000 - Postal services related to parcels
- 64115000 - Mailbox rental
- 64121100 - Mail delivery services
- 64121200 - Parcel delivery services

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

NUTS codes

- UK - United Kingdom

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

This lot is capable of providing a collection and delivery service for letters, large letters, and parcels which are collected from Buyer Site(s) for onward delivery within the UK including England, Northern Ireland, Scotland and Wales.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £860,000,000

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

Duration in months

48

This contract is subject to renewal

No

## **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**

A framework contract will be awarded to a maximum of 10 bidders for Lot 2. The maximum number of bidders may increase where 2 or more bidders have tied scores in last position for the lot. Additionally, CCS reserves the right to award to any bidder whose final score is within 1% of the last position of the lot.

## **II.2) Description**

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

Collection and Delivery of Letters, Large Letters and Parcels to International Destinations

Lot No

3

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

- 60160000 - Mail transport by road
- 60161000 - Parcel transport services

- 60411000 - Scheduled airmail transport services
- 60421000 - Non-scheduled airmail transport services
- 64100000 - Post and courier services
- 64110000 - Postal services
- 64111000 - Postal services related to newspapers and periodicals
- 64112000 - Postal services related to letters
- 64113000 - Postal services related to parcels
- 64121100 - Mail delivery services
- 64121200 - Parcel delivery services

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

NUTS codes

- UK - United Kingdom

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

This lot is capable of providing a collection and delivery service, for letters, large letters and parcels which are collected from buyer site(s) for onward delivery to international EU, Non EU and Rest of World destinations.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £34,000,000

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

Duration in months

48

This contract is subject to renewal

No

#### **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**

A framework contract will be awarded to a maximum of 10 bidders for Lot 3. The maximum number of bidders may increase where 2 or more bidders have tied scores in last position for the lot. Additionally, CCS reserves the right to award to any bidder whose final score is within 1% of the last position of the lot.

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

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

Audits, Efficiency Reviews and Niche Consultancy

Lot No

4

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

- 64110000 - Postal services
- 72220000 - Systems and technical consultancy services
- 72221000 - Business analysis consultancy services
- 72228000 - Hardware integration consultancy services
- 72316000 - Data analysis services
- 79212000 - Auditing services

- 79212200 - Internal audit services
- 79311000 - Survey services
- 79410000 - Business and management consultancy services
- 79418000 - Procurement consultancy services
- 79421000 - Project-management services other than for construction work
- 79421100 - Project-supervision services other than for construction work
- 79900000 - Miscellaneous business and business-related services

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

NUTS codes

- UK - United Kingdom

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

This lot is capable of providing independent audits, efficiency reviews and niche consultancy services specific to mailroom operations and associated document and data management. Suppliers should be aware that if they are bidding for Lot 4 and are successful on Lot 4, suppliers will not be allowed to perform any other services under any other lot.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Value excluding VAT: £16,000,000

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

Duration in months

48

This contract is subject to renewal

No

## **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**

A framework contract will be awarded to a maximum of 5 bidders for Lot 4. The maximum number of bidders may increase where 2 or more bidders have tied scores in last position for the lot. Additionally, CCS reserves the right to award to any bidder whose final score is within 1% of the last position of the lot.

# **II.2) Description**

## **II.2.1) Title**

Business Process Outsourcing, Mailroom, Document and Data Managed Service

Lot No

5

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

- 22821000 - Electoral forms
- 30131500 - Mail opening machines
- 30132100 - Mail-sorting equipment
- 30133000 - Mailing equipment
- 48000000 - Software package and information systems
- 48213000 - Operating system enhancement software package
- 48223000 - Electronic mail software package
- 48310000 - Document creation software package

- 48500000 - Communication and multimedia software package
- 63121100 - Storage services
- 64000000 - Postal and telecommunications services
- 64216000 - Electronic message and information services
- 72212223 - Electronic mail software development services
- 72212311 - Document management software development services
- 72212780 - System, storage and content management software development services
- 72412000 - Electronic mail service provider
- 72512000 - Document management services
- 75100000 - Administration services
- 79410000 - Business and management consultancy services
- 79421000 - Project-management services other than for construction work
- 79421100 - Project-supervision services other than for construction work
- 79500000 - Office-support services
- 79570000 - Mailing-list compilation and mailing services
- 79800000 - Printing and related services
- 79900000 - Miscellaneous business and business-related services

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

NUTS codes

- UK - United Kingdom

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

This lot is capable of providing a fully outsourced managed service including either on or off-site mailroom management, digital mailroom management and document and data management services.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Value excluding VAT: £150,000,000

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

Duration in months

48

This contract is subject to renewal

No

#### **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**

A framework contract will be awarded to a maximum of 10 bidders for Lot 5. The maximum number of bidders may increase where 2 or more bidders have tied scores in last position for the lot.

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

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

Hybrid Mail, Digital and Transformational Communications

Lot No

6

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

- 22821000 - Electoral forms
- 30131000 - Mailroom equipment
- 30133000 - Mailing equipment
- 30133100 - Bulk-mailing equipment
- 48000000 - Software package and information systems
- 48100000 - Industry specific software package
- 48200000 - Networking, Internet and intranet software package
- 48210000 - Networking software package
- 48211000 - Platform interconnectivity software package
- 48213000 - Operating system enhancement software package
- 48214000 - Network operating system software package
- 48219000 - Miscellaneous networking software package
- 48219700 - Communications server software package
- 48223000 - Electronic mail software package
- 48310000 - Document creation software package
- 48311000 - Document management software package
- 48311100 - Document management system
- 48313000 - Optical-character-recognition (OCR) software package
- 48320000 - Drawing and imaging software package
- 48328000 - Image-processing software package
- 48329000 - Imaging and archiving system
- 48500000 - Communication and multimedia software package
- 48613000 - Electronic data management (EDM)
- 48780000 - System, storage and content management software package
- 48781000 - System management software package

- 48782000 - Storage management software package
- 48920000 - Office automation software package
- 60161000 - Parcel transport services
- 64000000 - Postal and telecommunications services
- 64100000 - Post and courier services
- 64110000 - Postal services
- 64112000 - Postal services related to letters
- 64122000 - Internal office mail and messenger services
- 64216000 - Electronic message and information services
- 64216120 - Electronic mail services
- 72212223 - Electronic mail software development services
- 72212311 - Document management software development services
- 72212780 - System, storage and content management software development services
- 72412000 - Electronic mail service provider
- 72512000 - Document management services
- 79570000 - Mailing-list compilation and mailing services
- 79571000 - Mailing services
- 79800000 - Printing and related services
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services
- 79900000 - Miscellaneous business and business-related services

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

NUTS codes

- UK - United Kingdom

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

This lot is capable of providing hybrid mail, digital and transformational communication

services.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £240,000,000

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

Duration in months

48

This contract is subject to renewal

No

#### **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**

A framework contract will be awarded to a maximum of 20 bidders for Lot 6. The maximum number of bidders may increase where 2 or more bidders have tied scores in last position for the lot. Additionally, CCS reserves the right to award to any bidder whose final score is within 1% of the last position of the lot.

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

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

## Inbound Delivery, Mail Opening and Digital Scanning Services

Lot No

7

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

- 64100000 - Post and courier services
- 64110000 - Postal services
- 64122000 - Internal office mail and messenger services
- 79500000 - Office-support services
- 79900000 - Miscellaneous business and business-related services

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

NUTS codes

- UK - United Kingdom

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

This lot is capable of providing the provision of inbound delivery, mail opening and digital scanning services, which can be carried out either on or off-site or a blend of both.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £140,000,000

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

Duration in months

48

This contract is subject to renewal

No

#### **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**

A framework contract will be awarded to a maximum of 10 bidders for Lot 7. The maximum number of bidders may increase where 2 or more bidders have tied scores in last position for the lot. Additionally, CCS reserves the right to award to any bidder whose final score is within 1% of the last position of the lot.

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

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

Security Screening Services

Lot No

8

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

- 43411000 - Sorting and screening machines
- 60160000 - Mail transport by road
- 60161000 - Parcel transport services
- 64100000 - Post and courier services
- 64110000 - Postal services
- 64112000 - Postal services related to letters

- 64113000 - Postal services related to parcels
- 64121000 - Multi-modal courier services
- 64121100 - Mail delivery services
- 79571000 - Mailing services
- 79710000 - Security services

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

NUTS codes

- UK - United Kingdom

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

This lot is capable of providing security screening services of a variety of inbound mail items, including documents and parcels 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: £40,000,000

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

Duration in months

48

This contract is subject to renewal

No

### **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**

A framework contract will be awarded to a maximum of 5 bidders for Lot 8. The maximum number of bidders may increase where 2 or more bidders have tied scores in last position for the lot. Additionally, CCS reserves the right to award to any bidder whose final score is within 1% of the last position of the lot.

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

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

##### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Candidates will be assessed in accordance with Section 5 of the 2015 Public Contract Regulations (implementing the directive) on the basis of information provided in response to an invitation to tender (ITT) registering for access.

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

Selection criteria as stated in the procurement documents

##### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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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

#### **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: [2022/S 000-021342](#)

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

Date

26 April 2023

Local time

3:00pm

#### **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**

Tender must be valid until: 24 October 2023

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

Date

26 April 2023

Local time

3:01pm

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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: No

### 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

As part of this contract notice the following documents can be accessed at:

<https://www.contractsfinder.service.gov.uk/Notice/b739c57d-6a23-4153-97ae-68e8595c753c>

- 1) Contract notice transparency information for the agreement;
- 2) Contract notice authorised customer list;
- 3) Rights reserved for CCS framework.

On 2.4.2014 Government introduced its Government Security Classifications (GSC) scheme which replaced Government Protective Marking Scheme (GPMS). A key aspect is the reduction in the number of security classifications used. All bidders should make themselves aware of the changes as it may impact this requirement. This link provides information on the GSC at:

<https://www.gov.uk/government/publications/government-security-classifications>

Cyber Essentials is a mandatory requirement for Central Government contracts which involve handling personal information or provide certain ICT products/services. Government is taking steps to reduce the levels of cyber security risk in its supply chain through the Cyber Essentials scheme. The scheme defines a set of controls which, when implemented, will provide organisations with basic protection from the most prevalent forms of threat coming from the internet. To participate in this procurement, bidders must be able to demonstrate they comply with the technical requirements prescribed by Cyber Essentials, for services under and in connection with this procurement.

Refer to <https://www.ncsc.gov.uk/information/cyber-essentials-faqs> for more information.

Some purchases under this framework Agreement may have requirements that can be met under this Framework Agreement but the purchase of which may be exempt from the Procurement Regulations (as defined in Attachment 1 – About the framework within the invitation to tender documentation). In such cases, Call-offs from this Framework will be unregulated purchases for the purposes of the Procurement Regulations, and the buyers may, at their discretion, modify the terms of the Framework and any Call-off Contracts to reflect that buyer's specific needs.

PLEASE NOTE:

All certificates issued prior to 1 April 2020 or before 30 June 2020 on the existing scheme are valid until 30 June 2021. This includes those issued by Accreditation Bodies other than IASME.

On 30 June 2021, any certificate issued under the old scheme will expire.

Refer to <https://www.ncsc.gov.uk/information/cyber-essentials-faqs> for more information.

CCS reserve the right to award a framework to any bidder whose final score is within 1% of the last position.

Registering for access:

This procurement will be managed electronically via the eSourcing suite. This will be the route for sharing all information and communicating with bidders. If you have recently registered on the eSourcing suite for another CCS procurement you can use the same account for this new procurement. If not, you will first need to register your organisation on the portal.

Use the following link for information on how register and use the eSourcing tool:  
<https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers>

For assistance please contact the eSourcing Help desk operated by email at [eEnablement@crowncommercial.gov.uk](mailto:eEnablement@crowncommercial.gov.uk) or call 0345 410 2222.

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

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

The Minister for the Cabinet Office acting through Crown Commercial Service

9th Floor, The Capital, Old Hall Street

Liverpool

L3 9PP

Email

[supplier@crowncommercial.gov.uk](mailto:supplier@crowncommercial.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.crowncommercial.gov.uk/>