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Tender

Post Office Branch - Elmswell

Post Office Limited

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-011459

Procurement identifier (OCID): ocds-h6vhtk-064b5f

Published 9 February 2026, 3:03pm

Scope

Description

Post Office Ltd is looking for a successful retailer to incorporate a Post Office Local into their existing or proposed business.

The offer available in this Post Office would be:

Post Office Local - integrating Post Office services into a vibrant and sustainable retail business, so they can be offered over the same opening hours. The exact layout and design will be agreed with you to suit your business.

Estimated Post Office fees:

In the current location in the range of £12,600 - £14,000 per annum. Please note this estimate is inclusive of the products listed under General Information.

Further information can be found at:

https://runapostoffice.co.uk/branch/elmswell-post-office-bury-st-edmunds-ip30-9bs?search_term=IP30

Total value (estimated)

- £12,600 including VAT

Above the relevant threshold

Contract dates (estimated)

- 9 June 2026 to 9 June 2076
- 50 years, 1 day

Main procurement category

Services

CPV classifications

- 64114000 - Post office counter services

Contract locations

- UKG1 - Herefordshire, Worcestershire and Warwickshire

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Submission type

Tenders

Tender submission deadline

9 May 2026, 11:59pm

Submission address and any special instructions

To register your interest in this opportunity, please visit:

https://runapostoffice.co.uk/branch/elmswell-post-office-bury-st-edmunds-ip30-9bs?search_term=IP30

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

9 June 2026

Award criteria

Name	Description	Type	Order of importance
Assessment of business plan and finances	A mandatory pass/fail financial assessment. If the financial assessment is not successfully passed, the application will not proceed to suitability assessment.	Quality	1
Assessment of suitability to run a Post Office branch	Meets suitability criteria to run a post office branch	Quality	2

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Special regime

- Concession

- Light touch

Competitive flexible procedure description

A multi-stage process to assess postmaster candidate suitability.

Reduced tendering period

Yes

Light touch contract - no minimum

Contracting authority

Post Office Limited

- Companies House: 02154540
- Public Procurement Organisation Number: PRNP-5883-YMLG

100 Wood Street

London

EC2V 7ER

United Kingdom

Email: nd.enquiries@postoffice.co.uk

Website: <https://corporate.postoffice.co.uk/>

Region: UKI31 - Camden and City of London

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)