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Tender

Post Office Branch - Thetford

Post Office Limited

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

Notice identifier: 2026/S 000-011476

Procurement identifier (OCID): ocds-h6vhtk-064b6b

Published 9 February 2026, 3:29pm

Scope

Description

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

The offer available in this Post Office would be:

Post Office Main branch - a dedicated Post Office area, a full range of services. 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 £49,000 - £61,000 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/thetford-post-office-thetford-ip24-2aa?search_term=IP24

Total value (estimated)

- £49,000 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

23 February 2026, 11:59pm

Submission address and any special instructions

To register your interest in this opportunity, please visit:

https://runapostoffice.co.uk/branch/thetford-post-office-thetford-ip24-2aa?search_term=IP24

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)