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Tender

## **Post Office Branch - Crickhowell Close**

Post Office Limited

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

Notice identifier: 2026/S 000-014438

Procurement identifier (OCID): ocds-h6vhtk-065659

Published 17 February 2026, 3:27pm

## **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 £16,000 - £20,000 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/crickhowell-close-post-office-cardiff-cf3-0ef?search\\_term=CF3](https://runapostoffice.co.uk/branch/crickhowell-close-post-office-cardiff-cf3-0ef?search_term=CF3)

### **Total value (estimated)**

- £16,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 17 June 2026 to 17 June 2076
- 50 years, 1 day

### **Main procurement category**

Services

### **CPV classifications**

- 64114000 - Post office counter services

### **Contract locations**

- UKL22 - Cardiff and Vale of Glamorgan

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## **Participation**

### **Particular suitability**

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

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## **Submission**

### **Submission type**

Tenders

### **Tender submission deadline**

17 March 2026, 11:59pm

### **Submission address and any special instructions**

To register your interest in this opportunity, please visit:

[https://runapostoffice.co.uk/branch/crickhowell-close-post-office-cardiff-cf3-0ef?search\\_term=CF3](https://runapostoffice.co.uk/branch/crickhowell-close-post-office-cardiff-cf3-0ef?search_term=CF3)

### **Tenders may be submitted electronically**

Yes

### **Languages that may be used for submission**

English

### **Award decision date (estimated)**

17 June 2026

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## 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                   |

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## Other information

### Conflicts assessment prepared/revised

Yes

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## 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

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## **Contracting authority**

### **Post Office Limited**

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

100 Wood Street

London

EC2V 7ER

United Kingdom

Email: [postmaster.onboarding@postoffice.co.uk](mailto:postmaster.onboarding@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)