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Tender

ID 5831752 - The Provision of Postal Services for the Northern Ireland Civil Service and Participating Bodies

Department of Finance

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

Notice identifier: 2026/S 000-015341

Procurement identifier (OCID): ocids-h6vhtk-065864

Published 19 February 2026, 3:19pm

Scope

Reference

ID 5831752

Description

Construction and Procurement Delivery (CPD) on behalf of the Northern Ireland Civil Service and participating bodies is seeking to establish a Contract for the provision of Postal services at locations throughout Northern Ireland. Further details of specific requirements are provided in the CfT documents. The Supplier will be responsible for managing and delivering the specified services in a flexible and responsive manner to suit the requirements of each location.

Suppliers should refer to the Mid-Tier Schedule 2 Specification and contract documents for full details of the deliverables of this contract.

Total value (estimated)

- £47,000,000 excluding VAT
- £56,400,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 August 2026 to 31 July 2029
- Possible extension to 31 July 2033
- 7 years

Description of possible extension:

Following the initial contract period, there are 2 potential extension periods of up to 24 months each. Optional extension periods will be subject to review and satisfactory performance assessment by the Contracting Authority.

Main procurement category

Services

CPV classifications

- 64110000 - Postal services
- 64112000 - Postal services related to letters
- 64113000 - Postal services related to parcels

Contract locations

- UKN - Northern Ireland

Participation

Technical ability conditions of participation

As per Tender documentation

Submission

Enquiry deadline

13 March 2026, 3:00pm

Tender submission deadline

23 March 2026, 3:00pm

Submission address and any special instructions

Tenders must be submitted electronically via the relevant Call for Tender (CfT) opportunity on eTendersNI, website details immediately below.

Paper submissions will not be accepted or considered and will be rejected by the Contracting Authority / Buyer.

The tender documents are available with unrestricted and full direct access, free of charge, at: URL <https://etendersni.gov.uk/epps>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

20 April 2026

Recurring procurement

Publication date of next tender notice (estimated): 18 February 2033

Award criteria

Name	Description	Type
AC1 - Implementation	15 percent	Quality
AC2 - Service Delivery	18 percent	Quality
AC3 - Contract Management	6 percent	Quality
AC4 - Business Continuity	6 percent	Quality
AC5 - Social Value	15 percent	Quality
AC6 - Fair Work	Pass/Fail Criterion	Quality
AC7 - Total Cost	40 percent	Cost

Weighting description

60 percent quality and 40 percent cost.

Other information

Payment terms

For further details on invoicing procedures please see : <https://www.finance-ni.gov.uk/articles/account-ni-good-invoicing-practice>

Contract Value

The estimated value figure indicated in the Scope Section represents an overall estimated contract value. This value reflects the potential scale of the contract and takes into account potential optional extension periods and the uptake of potential optional services as detailed in the tender documents. This figure does not however take into account the application of indexation or increases to charges due to increases in the Real Living Wage. Neither CPD nor the contracting Authority can provide any guarantee as to the level of business under this contract. The Contracting Authority does not bind itself to accept the lowest or any tender. Suppliers remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from the Supplier in connection with taking part in this procurement process regardless of whether such costs arise as a consequence, directly or indirectly of any amendments made to the procurement documents by the Contracting Authority at any time. No legally binding contract shall arise (and a Supplier shall have no legitimate expectation that a contract will be entered into) until such time as entry into the Contract has been confirmed by the Contracting Authority.

Description of risks to contract performance

Exclusions

If at any time during the procurement, or post award, it comes to the attention of the Contracting Authority (CA) or CPD, by whatever means, that a Supplier has become 'excluded' or 'excludable' as per Sec 57 of the PA 2023, the CA, after compliance with its obligations under the PA 23, reserves the right to exclude said Supplier from the procurement procedure or terminate any contract they have been awarded.

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Special regime

Light touch

Contracting authority

Department of Finance

- Public Procurement Organisation Number: PVTL-7513-YWVJ

Clare House, 303 Airport Road West

Belfast

BT3 9ED

United Kingdom

Email: SSDAdmin.CPD@finance-ni.gov.uk

Region: UKN06 - Belfast

Organisation type: Public authority - central government

Devolved regulations that apply: Northern Ireland

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

CPD - Supplies & Services Division

Summary of their role in this procurement: Construction and Procurement Delivery - Supplies and Services Division, is a Centre of Procurement Expertise and provides a central procurement function for central government in Northern Ireland.

- Public Procurement Organisation Number: PVWG-8426-YWXV

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Contact organisation

Contact [CPD - Supplies & Services Division](#) for any enquiries.