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Tender

Provision of cheque and postal orders courier

DVLA

F02: Contract notice

Notice identifier: 2024/S 000-017046

Procurement identifier (OCID): ocds-h6vhtk-04527b

Published 31 May 2024, 3:11pm

Section I: Contracting authority

I.1) Name and addresses

DVLA

DVLA Longview road

Swansea

SA6 7JL

Contact

cai.vickery@dvla.gov.uk

Email

Cai.Vickery@dvla.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

www.gov.uk

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://dft.app.jaggaer.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://dft.app.jaggaer.com>

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

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Courier Services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of cheque and postal orders courier

Reference number

PS-24-60

II.1.2) Main CPV code

- 64120000 - Courier services

II.1.3) Type of contract

Services

II.1.4) Short description

Currently DVLA receives and banks approximately 1.6 million combined cheques and postal orders per annum (approximately 31,000 cheques per week) , as payment for various Driver and Vehicle service streams. Following a Government Banking Procurement exercise awarded in 2014, Barclays Bank PLC were appointed the banking provider for DVLA on 24 March 2015.

DVLA require a next day secure cheque courier to collect cheques and postal orders twice a week and transport them securely to a designated cheque processing hub in Rotherham, location is subject to change. This does not have to be a dedicated service, DVLA cheques and postal orders can be part of a secure bulk movement with other companies' Cheques/Postal orders.

For this service all suppliers must be bank approved secure cheque couriers.

This opportunity has been posted on Jaggaer (<https://dft.app.jaggaer.com/web/login.html>) for tenders access the full ITT and bid their interest.

II.1.5) Estimated total value

Value excluding VAT: £20,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

As in section II.1.4

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £20,000

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

the contract will be awarded for an initial 3 years, with the option to extend for an additional 2 years to be taken in 12 month increments.

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

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

Currently DVLA receives and banks approximately 1.6 million combined cheques and postal orders per annum (approximately 31,000 cheques per week) , as payment for various Driver and Vehicle service streams. Following a Government Banking Procurement exercise awarded in 2014, Barclays Bank PLC were appointed the banking provider for DVLA on 24 March 2015.

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For this service all suppliers must be bank approved secure cheque couriers.

This opportunity has been posted on Jaggaer (<https://dft.app.jaggaer.com/web/login.html>) for tenders access the full ITT and bid their interest.

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

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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: [2024/S 000-012273](#)

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

Date

30 June 2024

Local time

11:59pm

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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

1 July 2024

Local time

9:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

To access the Invitation to Tender (ITT) pack for this opportunity, Suppliers are required to sign up to DfT procurement portal Jaggaer. Please see link below

<https://dft.app.jaggaer.com>

VI.4) Procedures for review

VI.4.1) Review body

DVLA

Longview road, Swansea

SA6 7JL

Country

United Kingdom