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Tender

## **TV Licensing Postal Services**

The British Broadcasting Corporation (BBC)

F02: Contract notice

Notice identifier: 2023/S 000-024054

Procurement identifier (OCID): ocds-h6vhtk-03f05c

Published 16 August 2023, 2:45pm

The closing date and time has been changed to:

**27 September 2023, 2:00pm**

See the [change notice](#).

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

The British Broadcasting Corporation (BBC)

Broadcasting House, Portland Place

London

W1A 1AA

#### **Contact**

Connie Moseley

#### **Email**

[connie.moseley@bbc.co.uk](mailto:connie.moseley@bbc.co.uk)

**Telephone**

+44 1234567890

**Fax**

+44 1234567890

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.bbc.co.uk/supplying/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://bbc.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://bbc.bravosolution.co.uk>

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

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Other activity

Broadcasting

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

TV Licensing Postal Services

Reference number

PROC/2022/083/CM TV Licensing Postal Services

#### **II.1.2) Main CPV code**

- 64110000 - Postal services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The BBC is tendering for the provision of TV Licensing Postal Services.

Under the terms of the BBC Royal Charter the BBC is responsible for the collection and administration of the licence fee revenue throughout the UK, the Channel Islands and the Isle of Man. The majority of TV Licensing letters are sent to unlicensed addresses to ensure all households and other premises are correctly licensed but TV Licensing also issues letters to direct debit customers in line with its statutory obligations under the BACS Regulations.

The estimated total contract value of £158 million is based on the BBC utilising the full contract term available of five (5) years. Of these estimated costs, the vast majority of the spend is direct pass-through to Royal Mail for the final mile delivery (historically in excess of 95% of the costs), which the BBC and service providers are unable to influence as Royal Mail have to be utilised for this final step of the service. The remainder of the estimated contract value (i.e. less than 5% of the estimated total contract value of £158m over five (5) years) represents the anticipated service provider's costs for collection, sortation and delivery of mail items to Royal Mail inward mail centres.

#### **II.1.5) Estimated total value**

Value excluding VAT: £158,000,000

#### **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**

The BBC is seeking a strategic partner to provide postal services, including the collection, sorting and delivery of TV Licensing mail communications to addresses across the UK, the Channel Islands and the Isle of Man.

All mail is required to be collected daily Monday - Friday from a single location.

#### **II.2.5) Award criteria**

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

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

Duration in months

63

This contract is subject to renewal

Yes

Description of renewals

The Contract duration includes a three (3) month transition / mobilisation period. The Contract will have an initial term of three (3) years from the Service Commencement date. The initial term may be extended at the BBC's discretion on up to two (2) occasions for a further period of one (1) year on each occasion.

#### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Contract duration includes a three (3) month transition / mobilisation period. The Contract will have an initial term of three (3) years from the Service Commencement date. The initial term may be extended at the BBC's discretion on up to two (2) occasions for a further period of one (1) year on each occasion.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## 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

Where there is more than one economic operator, the BBC reserves the right to require a grouping of economic operators to take a particular legal form or to require a single economic operator to take primary liability or to require that each party undertakes joint and several liability.

Please register your interest in this project by taking the following steps: 1 - Register your company on the Jaggaer e-Tendering portal (this is only required once): 1.1 Go to <https://bbc.bravosolution.co.uk> 1.2 - Click the link on the login page to register. 1.3 Accept the terms and conditions and click 'Continue'. 1.4 - Enter your correct business and user details. 1.5 - Note the username you chose and click 'Save' when complete. 1.6 - You will shortly receive an email with your temporary password. 2 - Express an interest in the tender: 2.1 - Login to the portal with the username/password. 2.2 - Click the 'PQQs/ITTs Open to all Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier). 2.3 - Click on the relevant PQQ/ITT to access the content. 2.4 - Click the 'Express Interest' button at the top of the page. This will move the PQQ/ITT into your 'My PQQs/My ITTs' page. (This is a secure area reserved for your projects only. 2.5 - You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ITT Details' box. 3. Responding to the tender: 3.1 - Click 'My Response' under 'PQQ/ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining). 3.2 - You can now use the 'Messages' function to communicate with the buyer and seek any clarification. 3.3 - Note the deadline for completion, and then follow the onscreen instructions to complete the PQQ/ITT. There may be a mixture of online and offline actions for you to perform (there is detailed online help available). 3.4 You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance, please consult the online help, or contact the Jaggaer e-Tendering help desk.

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

Originally published as:

Date

25 September 2023

Local time

11:00am

Changed to:

Date

27 September 2023

Local time

2:00pm

See the [change notice](#).

#### **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: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

25 September 2023

Local time

11:00am

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

In the case of technology requirements, the BBC may involve its technology partner (Atos IT Solutions and Services Limited) to assist in the scoping and drafting of invitations to tender and/or the evaluation of tenders. However, the final decision as to which is the most economically advantageous (by reference to the award criteria) will be made by the BBC. The awarding authority reserves the right not to award a contract and to annul the procurement process at any stage. Tenders and all supporting documents must be priced in sterling and all payments will be made in sterling. The contract shall be subject to English law. The awarding authority does not bind itself to accept the lowest, or any tender and reserves the right to accept part of a tender unless the tenderer expressly stipulates otherwise in the tender document.

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Business and Property Courts of England and Wales TCC

Rolls Building 7 Rolls Building Fetter Lane

London

EC4A 1NL

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

As stated in the Public Contracts Regulations 2015. The applicable review time limits shall be as stated in Regulations 92 and 93 of the Public Contracts Regulations 2015.