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Tender

Creative and Production services

Post Office Ltd

F02: Contract notice

Notice identifier: 2022/S 000-024214

Procurement identifier (OCID): ocids-h6vhtk-036433

Published 30 August 2022, 6:03pm

The closing date and time has been changed to:

3 October 2022, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Post Office Ltd

Finsbury Dials, 20 Finsbury Street, London

London

EC2Y 9AQ UK

Contact

Rhona McLaren

Email

rhona.mclaren@postoffice.co.uk

Country

United Kingdom

NUTS code

UKI - London

Internet address(es)

Main address

www.postoffice.co.uk

Buyer's address

www.postoffice.co.uk

I.3) Communication

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

<https://postoffice.wax-live.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://postoffice.wax-live.com>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Postal Services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Creative and Production services

II.1.2) Main CPV code

- 79340000 - Advertising and marketing services

II.1.3) Type of contract

Services

II.1.4) Short description

Creative and production services across all media types for all Post Office products and services

II.1.5) Estimated total value

Value excluding VAT: £25,000,000

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

Main site or place of performance

United Kingdom

II.2.4) Description of the procurement

Provision of creative and production services for post office products and services across all media types

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: £25,000,000

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

Start date

1 April 2023

This contract is subject to renewal

Yes

Description of renewals

Two year Initial term and option of three one year extensions

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 3

Maximum number: 7

Objective criteria for choosing the limited number of candidates:

Post Office will invite to tender the highest scoring applicants on the basis of the criteria set out in the SQ.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option of three one year extensions after the initial two year term

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

As detailed in the procurement documents

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

Competitive procedure with negotiation

IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

IV.1.5) Information about negotiation

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

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

16 November 2022

Local time

12:00pm

Changed to:

Date

3 October 2022

Local time

12:00pm

See the [change notice](#).

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

17 October 2022

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: 12 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Information given on how to access and complete SQ

VI.4) Procedures for review

VI.4.1) Review body

Post Office

london

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Post Office will provide notification of intention to award which will allow bidders a 10 day period to raise any enquiry