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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](mailto:rhona.mclaren@postoffice.co.uk)

**Country**

United Kingdom

**NUTS code**

UKI - London

**Internet address(es)**

Main address

[www.postoffice.co.uk](http://www.postoffice.co.uk)

Buyer's address

[www.postoffice.co.uk](http://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

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## **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

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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

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

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## **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)

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## **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