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Pipeline

Legalisation Office International and Domestic courier services

Foreign, Commonwealth and Development Office

UK1: Pipeline notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-027010

Procurement identifier (OCID): ocds-h6vhtk-0524aa

Published 23 May 2025, 4:53pm

Scope

Reference

Project_12391

Description

The Contracting Authority's Public-facing Services department (PFS) constitutes several teams offering services directly to the public, two of which, Legalisation Services (LS) and Overseas Public Services (OPS), return documents to the public via courier/post.

The Legalisation Office is the only UK Authority with the power to provide a service to legalise a document for use overseas. In excess of 500,000 documents are legalised annually, servicing the needs of hundreds of thousands of private and business customers from the UK and overseas (global delivery regions).

The Contracting Authority requires the provision of these courier services.

Total value (estimated)

- £2,100,000 excluding VAT
- £2,520,000 including VAT

Contract dates (estimated)

- 1 February 2028 to 31 January 2033
- Possible extension to 31 March 2035
- 7 years, 2 months

Main category

Services

CPV classifications

- 64121200 - Parcel delivery services
- 64121100 - Mail delivery services

Contract locations

- UK - United Kingdom

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

17 May 2027

Procedure

Above or below total value threshold

Above or equal to threshold

Contracting authority

Foreign, Commonwealth and Development Office

- Public Procurement Organisation Number: PXRR-8771-PHVX

King Charles Street

London

SW1A 2AH

United Kingdom

Email: commercial.smi@fcdo.gov.uk

Website:

<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>

Region: UKI32 - Westminster

Organisation type: Public authority - central government