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Tender

## **SSA\_2024\_Courier Services Framework ITT**

British Council

F02: Contract notice

Notice identifier: 2024/S 000-027339

Procurement identifier (OCID): ocds-h6vhtk-0495ca

Published 27 August 2024, 4:28pm

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

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

British Council

20 Thompson Avenue ,Ikoyi, Lagos

Lagos

#### **Contact**

Sandra Banda

#### **Email**

[sandra.banda@britishcouncil.org](mailto:sandra.banda@britishcouncil.org)

#### **Country**

Nigeria

#### **NUTS code**

NG - Nigeria

**Internet address(es)**

Main address

[www.britishcouncil.org](http://www.britishcouncil.org)

**I.3) Communication**

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

<https://in-tendhost.co.uk/britishcouncil>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/britishcouncil>

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

Registered Charity

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## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

SSA\_2024\_Courier Services Framework ITT

Reference number

BC/03611

#### II.1.2) Main CPV code

- 64120000 - Courier services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

7.1 Introduction and background to the tender This invitation to tender (ITT) seeks to obtain the most effective and efficient business courier services provider for the British Council Sub-Saharan Africa (British Council, SSA), as outlined in the Specification, Clause 7 of the ITT. This will comprise both international (within SSA and overseas) and local (in-country in some cases) courier service for our business courier needs as indicated in the Lots for this tender. The British Council is looking for a supplier with demonstrable expertise in delivering these services to a high standard, while offering excellent value for money effectively, efficiently, timely and safely. During our last financial year (2023/24), approximately GBP £2,100,000 was spent on courier services across 20 countries of operation, this excludes postage, visa, diplomatic luggage etc. The operations are in the various countries as outlined herein.

#### II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### II.2) Description

#### II.2.1) Title

International Courier services West Africa

Lot No

1

## **II.2.2) Additional CPV code(s)**

- 64120000 - Courier services

## **II.2.3) Place of performance**

NUTS codes

- NG - Nigeria

Main site or place of performance

This lot will deliver services for these countries;NigeriaGhanaSenegalThe contract will be managed from British Council Nigeria

## **II.2.4) Description of the procurement**

7.1 Introduction and background to the tender This invitation to tender (ITT) seeks to obtain the most effective and efficient business courier services provider for the British Council Sub-Saharan Africa (British Council, SSA), as outlined in the Specification, Clause 7 of the ITT. This will comprise both international (within SSA and overseas) and local (in-country in some cases) courier service for our business courier needs as indicated in the Lots for this tender. The British Council is looking for a supplier with demonstrable expertise in delivering these services to a high standard, while offering excellent value for money effectively, efficiently, timely and safely. During our last financial year (2023/24), approximately GBP £2,100,000 was spent on courier services across 20 countries of operation, this excludes postage, visa, diplomatic luggage etc. The operations are in the various countries as outlined herein.

## **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

48

This contract is subject to renewal

Yes

Description of renewals

This contract is for 3 years with an option for renewal for another 12 months

#### **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

#### **II.2.14) Additional information**

1,000,000 Gbp estimated value of lot 1

### **II.2) Description**

#### **II.2.1) Title**

National /Domestic courier services provision West Africa

Lot No

2

#### **II.2.2) Additional CPV code(s)**

- 64120000 - Courier services

#### **II.2.3) Place of performance**

NUTS codes

- NG - Nigeria

#### **II.2.4) Description of the procurement**

This invitation to tender (ITT) seeks to obtain the most effective and efficient business

courier services provider for the British Council Sub-Saharan Africa (British Council, SSA), as outlined in the Specification, Clause 7 of the ITT. This will comprise both international (within SSA and overseas) and local (in-country in some cases) courier service for our business courier needs as indicated in the Lots for this tender. The British Council is looking for a supplier with demonstrable expertise in delivering these services to a high standard, while offering excellent value for money effectively, efficiently, timely and safely. During our last financial year (2023/24), approximately GBP £2,100,000 was spent on courier services across 20 countries of operation, this excludes postage, visa, diplomatic luggage etc. The operations are in the various countries as outlined herein.

### **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

48

This contract is subject to renewal

Yes

Description of renewals

The contract is for initial 3 years with possibility of extension for another 12 months

### **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

## **II.2) Description**

### **II.2.1) Title**

## International Courier Services East and Hon Africa

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 64120000 - Courier services

### **II.2.3) Place of performance**

NUTS codes

- KE - Kenya

### **II.2.4) Description of the procurement**

This invitation to tender (ITT) seeks to obtain the most effective and efficient business courier services provider for the British Council Sub-Saharan Africa (British Council, SSA), as outlined in the Specification, Clause 7 of the ITT. This will comprise both international (within SSA and overseas) and local (in-country in some cases) courier service for our business courier needs as indicated in the Lots for this tender. The British Council is looking for a supplier with demonstrable expertise in delivering these services to a high standard, while offering excellent value for money effectively, efficiently, timely and safely. During our last financial year (2023/24), approximately GBP £2,100,000 was spent on courier services across 20 countries of operation, this excludes postage, visa, diplomatic luggage etc. The operations are in the various countries as outlined herein.

### **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

48

This contract is subject to renewal

Yes

Description of renewals

The contract is for initial 3 years with possibility of extension for another 12 months

#### **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

### **II.2) Description**

#### **II.2.1) Title**

National /Domestic Courier Services East and Hon Africa

Lot No

4

#### **II.2.2) Additional CPV code(s)**

- 64120000 - Courier services

#### **II.2.3) Place of performance**

NUTS codes

- KE - Kenya

#### **II.2.4) Description of the procurement**

This invitation to tender (ITT) seeks to obtain the most effective and efficient business courier services provider for the British Council Sub-Saharan Africa (British Council, SSA), as outlined in the Specification, Clause 7 of the ITT. This will comprise both international (within SSA and overseas) and local (in-country in some cases) courier service for our business courier needs as indicated in the Lots for this tender. The British Council is looking for a supplier with demonstrable expertise in delivering these services to a high standard, while offering excellent value for money effectively, efficiently, timely and safely. During our last financial year (2023/24), approximately GBP £2,100,000 was spent on



courier services across 20 countries of operation, this excludes postage, visa, diplomatic luggage etc. The operations are in the various countries as outlined herein.

#### **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

48

This contract is subject to renewal

Yes

Description of renewals

The contract will be for initial 3 years with possibility of extension for another 12 months

#### **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

### **II.2) Description**

#### **II.2.1) Title**

International Courier services Southern Africa

Lot No

5

**II.2.2) Additional CPV code(s)**

- 64120000 - Courier services

**II.2.3) Place of performance**

NUTS codes

- ZA - South Africa

**II.2.4) Description of the procurement**

This invitation to tender (ITT) seeks to obtain the most effective and efficient business courier services provider for the British Council Sub-Saharan Africa (British Council, SSA), as outlined in the Specification, Clause 7 of the ITT. This will comprise both international (within SSA and overseas) and local (in-country in some cases) courier service for our business courier needs as indicated in the Lots for this tender. The British Council is looking for a supplier with demonstrable expertise in delivering these services to a high standard, while offering excellent value for money effectively, efficiently, timely and safely. During our last financial year (2023/24), approximately GBP £2,100,000 was spent on courier services across 20 countries of operation, this excludes postage, visa, diplomatic luggage etc. The operations are in the various countries as outlined herein.

**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

48

This contract is subject to renewal

Yes

Description of renewals

The contract is for initial 3 years with possibility of extension for another 12 months

**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

### **II.2.14) Additional information**

Cluster value is about 1,000,000Gbp

## **II.2) Description**

### **II.2.1) Title**

National/Domestic Courier services Southern Africa

Lot No

6

### **II.2.2) Additional CPV code(s)**

- 64120000 - Courier services

### **II.2.3) Place of performance**

NUTS codes

- ZA - South Africa

### **II.2.4) Description of the procurement**

This invitation to tender (ITT) seeks to obtain the most effective and efficient business courier services provider for the British Council Sub-Saharan Africa (British Council, SSA), as outlined in the Specification, Clause 7 of the ITT. This will comprise both international (within SSA and overseas) and local (in-country in some cases) courier service for our business courier needs as indicated in the Lots for this tender. The British Council is looking for a supplier with demonstrable expertise in delivering these services to a high standard, while offering excellent value for money effectively, efficiently, timely and safely. During our last financial year (2023/24), approximately GBP £2,100,000 was spent on courier services across 20 countries of operation, this excludes postage, visa, diplomatic luggage etc. The operations are in the various countries as outlined herein.

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Description of renewals

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### **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

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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

In accordance with Regulations 57, 58 and 60 of the Public Contracts Regulations 2015, applicants will be assessed in accordance with the Public Contract Regulations 2015, on the basis of information provided in response to the Selection Questionnaire.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

In the case of framework agreements, provide justification for any duration exceeding 4 years:

n/a

#### **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**

Date

26 September 2024

Local time

11:59pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

30 September 2024

Local time

8:00am

Place

Harare, Zimbabwe

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Suppliers who wish to express an interest and take part in the tender process will be required to register on our e-Tendering portal In-Tend hosted at <https://in-tendhost.co.uk/britishcouncil>. (<https://in-tendhost.co.uk/britishcouncil>.) Once registered, bidders must log-in to the website where they can view the project and access the bidders pack and submit their return. Bidders will also be required to demonstrate their capability and `means of proof will be required. These conditions are outlined in the ITT. Please note, once an expression of interest has been logged, all correspondence and question must be submitted via the In-Tend portal

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

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

The High Court Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The contracting authority will operate a minimum 10calendar day standstill period at the point information on the award of the contract is communicated to tenderers to provide time for unsuccessful tenderers to challenge the award decision before the contract is entered into. Unsuccessful tenderers shall be notified by the contracting authority as soon as possible after the decision is made as to the reasons why they were unsuccessful. The Public Contracts Regulations2015 provide that aggrieved parties who have been harmed, or are at risk of harm, by breach of the rules are to take action in the High Court (England,Wales and Northern Ireland).•