

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/029598-2024>

Tender

Mail Fulfilment Services Contract

Firmus Energy

F05: Contract notice – utilities

Notice identifier: 2024/S 000-029598

Procurement identifier (OCID): ocds-h6vhtk-049b48

Published 16 September 2024, 4:42pm

Section I: Contracting entity

I.1) Name and addresses

Firmus Energy

A4-A5 Fergusons Way Kilbegs Road

ANTRIM

BT414LZ

Email

procurement@firmusenergy.co.uk

Telephone

+44 2894427800

Country

United Kingdom

Region code

UKN0D - Antrim and Newtownabbey

Companies House

05369108

Internet address(es)

Main address

www.firmusenergy.co.uk

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

www.firmusenergy.co.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.firmusenergy.co.uk

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

I.6) Main activity

Production, transport and distribution of gas and heat

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Mail Fulfilment Services Contract

II.1.2) Main CPV code

- 64121100 - Mail delivery services

II.1.3) Type of contract

Services

II.1.4) Short description

firmus energy is looking for Bidders with the experience, skill and technical ability to provide reliable mail fulfilment services to assist in servicing customers of the firmus energy Group.

II.1.5) Estimated total value

Value excluding VAT: £1,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79571000 - Mailing services

II.2.3) Place of performance

NUTS codes

- UKN0 - Northern Ireland

II.2.4) Description of the procurement

The procurement process is being conducted in accordance within the negotiated procedure under the Utilities Contracts Regulations 2016 (as amended) which consists of an initial pre-qualification stage and a subsequent invitation to negotiate stage for those Bidders shortlisted following evaluation of PQQ responses.

Please note that firmus energy is working to tight timescales for this procurement process and intends to utilise the minimum timescales permitted by the Utilities Contracts Regulations 2016 (as amended). There is very limited scope for amendment to these dates. Bidders should therefore take this into consideration when making their decision to participate in this process.

The selected Bidder will provide a variety of mail fulfilment services in respect of the issuing of bills and invoices, customer letters and additional services as may be required by firmus energy from the vendor.

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

60

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The contract will be for an initial period of 3 years with an optional extension for a further 2 year period.

II.2.12) Information about electronic catalogues

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

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 stated in the pre-qualification questionnaire 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.1.4) Objective rules and criteria for participation

List and brief description of rules and criteria

As stated in the pre-qualification questionnaire documents.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Negotiated procedure with prior call for competition

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

1 October 2024

Local time

4:00pm

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The costs of responding to this notice and participation in the process will be borne by each bidder. All discussions and correspondence will be deemed strictly subject to contract until a formal contract is entered into. The formal contract shall not be binding until it has been signed and dated by the duly authorised representatives of the relevant parties.

VI.4) Procedures for review

VI.4.1) Review body

High Court of Justice in Northern Ireland

Royal Courts of Justice, Chichester Street

Belfast

BT1 3JF

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

firmus energy will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to all bidders. The standstill period provides time for review of the award decision by unsuccessful bidders before the contract is entered into.