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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](mailto: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](http://www.firmusenergy.co.uk)

**I.3) Communication**

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

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

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**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

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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 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

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## **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.