

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/031295-2025>

Contract

## **Courier Services**

Companies House

F03: Contract award notice

Notice identifier: 2025/S 000-031295

Procurement identifier (OCID): ocds-h6vhtk-04c24e

Published 10 June 2025, 2:56pm

## **Section I: Contracting authority**

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

Companies House

Crown Way

Cardiff

CF14 3UZ

#### **Email**

[commercial@companieshouse.gov.uk](mailto:commercial@companieshouse.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**National registration number**

PPON PRPM-7733-XCYT

**Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/companies-house>

Buyer's address

<https://www.gov.uk/government/organisations/companies-house>

**I.4) Type of the contracting authority**

Ministry or any other national or federal authority

**I.5) Main activity**

General public services

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Courier Services

#### **II.1.2) Main CPV code**

- 64120000 - Courier services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Companies House requires a single Successful Bidder to provide Courier Services. The provision is required to:

- Courier Services primarily for the distribution of IT equipment such as Laptops & miscellaneous equipment supporting Companies House hybrid employees in working from home. Majority of collections are locally delivered from the Cardiff office, for the delivery of desks, chairs, footstools and IT equipment.
- The service will also be used for other movements as detailed for example shipments to 'The National Archives'.
- This contract is demand driven. No guarantees are made to the volume of deliveries that will be requested from the successful bidder.
- Provision of services is managed at 'Call off' in conjunction with Companies House staff.
- Companies House requires a range of service options including same day deliveries within South Wales Area as (defined 15. South Wales Area Postcodes), next day delivery across the UK and delivery within 48 hours to Northern Ireland.
- The successful bidder should note that the following requirements are not in scope for this contract:
  - o Office moves
  - o Movements with a cost of over £5,000 – Companies House reserves the right to benchmark quotes from outside of this contract for services over £5,000.
- o Consignments with a destination or origin that is not our Cardiff office will require additional discussion and negotiation, we reserve the right to make alternative arrangements.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £250,000

## **II.2) Description**

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

- 64100000 - Post and courier services

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

NUTS codes

- UK - United Kingdom

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

Companies House requires a single Successful Bidder to provide Courier Services. The provision is required to:

- Courier Services primarily for the distribution of IT equipment such as Laptops & miscellaneous equipment supporting Companies House hybrid employees in working from home. Majority of collections are locally delivered from the Cardiff office, for the delivery of desks, chairs, footstools and IT equipment.
- The service will also be used for other movements as detailed for example shipments to 'The National Archives'.
- This contract is demand driven. No guarantees are made to the volume of deliveries that will be requested from the successful bidder.
- Provision of services is managed at 'Call off' in conjunction with Companies House staff.
- Companies House requires a range of service options including same day deliveries within South Wales Area as (defined 15. South Wales Area Postcodes), next day delivery across the UK and delivery within 48 hours to Northern Ireland.
- The successful bidder should note that the following requirements are not in scope for this contract:
  - o Office moves
  - o Movements with a cost of over £5,000 – Companies House reserves the right to benchmark quotes from outside of this contract for services over £5,000.

o Consignments with a destination or origin that is not our Cardiff office will require additional discussion and negotiation, we reserve the right to make alternative arrangements.

## **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 50

Quality criterion - Name: Social Value / Weighting: 10

Cost criterion - Name: Price / Weighting: 40

## **II.2.11) Information about options**

Options: Yes

Description of options

Two one year extensions

## **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

---

# **Section IV. Procedure**

## **IV.1) Description**

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

Open procedure

### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

## **IV.2) Administrative information**

### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-039124](#)

---

## **Section V. Award of contract**

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

27 May 2025

#### **V.2.2) Information about tenders**

Number of tenders received: 3

Number of tenders received from SMEs: 3

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 3

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Apollo Distribution Solutions Ltd

Unit Q3 Phase 1c, Capital Business Park Parkway, Wentloog,

Cardiff,

CF3 2PU

Email

[commercial@companieshouse.gov.uk](mailto:commercial@companieshouse.gov.uk)

Country

United Kingdom

NUTS code

- UKL22 - Cardiff and Vale of Glamorgan

National registration number

04352970

Internet address

<http://www.apollodistributioncardiff.co.uk>

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £250,000

Total value of the contract/lot: £250,000

#### **V.2.5) Information about subcontracting**

The contract is likely to be subcontracted

Value or proportion likely to be subcontracted to third parties

Proportion: 20 %

Short description of the part of the contract to be subcontracted

Deliveries to destinations outside of the network

---

## **Section VI. Complementary information**

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

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

11th floor, Thomas More Building

Royal Courts of Justice

Strand

WC2A 2LL

Country

United Kingdom

Internet address

<https://www.judiciary.uk/courts-and-tribunals/high-court/>