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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

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

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delivery of desks, chairs, footstools and IT equipment.

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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

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/>