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Tender

Goods/Services Related To The Provision Of Date Stamps

Post Office Ltd

F01: Prior information notice

Call for competition

Notice identifier: 2021/S 000-032256

Procurement identifier (OCID): ocds-h6vhtk-030577

Published 23 December 2021, 4:10pm

Section I: Contracting authority

I.1) Name and addresses

Post Office Ltd

Finsbury Dials 20, Finsbury Street

London

EC2Y 9AQ

Contact

Romano Castello

Email

romano.castello@postoffice.co.uk

Telephone

+44 7753460738

Country

United Kingdom

NUTS code

UKI - London

Internet address(es)

Main address

<https://www.postoffice.co.uk/>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://postoffice.wax-live.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://postoffice.wax-live.com>

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://postoffice.wax-live.com>

I.4) Type of the contracting authority

Other type

Postal Authority

I.5) Main activity

Other activity

Postal Authority

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Goods/Services Related To The Provision Of Date Stamps

Reference number

C101552

II.1.2) Main CPV code

- 30192150 - Date stamps

II.1.3) Type of contract

Supplies

II.1.4) Short description

Post Office Limited (POL) has circa 11, 500 branches located in UK, Scottish Isles & NI

A variety of Date stamps are used to validate several documents and partner banking products.

POL require a supplier of new date stamps + consumables; maintenance & consumables of existing date stamps in the network; secure disposal of end of life date stamps both existing and newly purchased (once end of life)

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

UK Wide including NI & Scottish isles

II.2.4) Description of the procurement

Post Office Limited (POL) has circa 11, 500 branches located in UK, Scottish Isles & Northern Ireland. A variety of Date stamps are used to validate several documents and partner banking products

POL has a requirement for a supplier of new date stamps + consumables; maintenance of existing date stamps in the network; provision of consumables of existing date stamps; the secure disposal of end of life date stamps both existing and newly purchased (once end of life)

The Goods:

- 1.Supplier either needs to be a manufacturer or have a close working relationship with the manufacturer.
- 2.Full list of Date Stamp Requirements will be provided
- 3.Supplier will need to provide consumables for the current stock of date stamps in the network. Details to be provided.

The Services:

- 1.Supplier is required to have a dedicated POL online ordering portal or page that only POL or POL Agents can access (for security reasons)
- 2.Most orders will be made by branch, but the requirement to facilitate bulk orders via the Post Office project management team.
- 3.Supplier is required to have a secure process for ordering outside of the portal for staff unable to order online.
- 4.Ability to process payments from individual branches as well as payments for bulk orders made directly from Post Office Ltd (Purchase Order)
- 5.Ability to securely dispose of date stamps at the end of their life cycle or adhoc due to

branch closures. (New Date stamps & existing), 6. Supplier is required to have a dedicated account manager to deal with POL.

7.Required: helpline with a local rate number.

8.Required: provision of Monthly MI; orders, spend, destructions, asset register etc.

9.Provision of adhoc maintenance for the existing stock of date stamps in the network in addition to newly purchased.

10.Additional Note: As part of the tender process, the Self-Inking Date stamp will need to go through a testing process to ensure it is fit for purpose

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

30 December 2021

This contract is subject to renewal

Yes

Description of renewals

Optional 3 years

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 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

1. Supplier either needs to be a manufacturer or have a close working relationship with the manufacturer.

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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

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.2.2) Time limit for receipt of expressions of interest

Date

11 January 2022

Local time

10:00am

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

English

IV.2.5) Scheduled date for start of award procedures

21 March 2022

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The majority of the orders will come directly from Post Office Limited branches, circa 11.5k in total. A proportion of order will come from our Programme Office, these will be for bulk orders

VI.4) Procedures for review

VI.4.1) Review body

Post Office Limited

Finsbury Dials 20, Finsbury Street

London

EC2Y 9AQ

Country

United Kingdom