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Tender

Post and Courier Services

Sheffield City Council

F01: Prior information notice

Call for competition

Notice identifier: 2024/S 000-033669

Procurement identifier (OCID): ocids-h6vhtk-04ad7e

Published 18 October 2024, 9:19am

Section I: Contracting authority

I.1) Name and addresses

Sheffield City Council

Town Hall, Pinstone Street,

Sheffield

S1 2HH

Contact

Tim Dent

Email

tim.dent@sheffield.gov.uk

Telephone

+44 01142053646

Country

United Kingdom

Region code

UKE32 - Sheffield

National registration number

(GB) 173 5488 38

Internet address(es)

Main address

<http://sheffield.gov.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/104130>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=86799&B=UK

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=86799&B=UK

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Post and Courier Services

Reference number

92419

II.1.2) Main CPV code

- 64100000 - Post and courier services

II.1.3) Type of contract

Services

II.1.4) Short description

The Council would like to appoint a dedicated 3rd party to deal with post and courier services to achieve better value for money and allow for a more efficient and effective management of items.

II.1.5) Estimated total value

Value excluding VAT: £3,700,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 64100000 - Post and courier services

II.2.3) Place of performance

NUTS codes

- UKE32 - Sheffield

II.2.4) Description of the procurement

The Council would like to appoint a dedicated 3rd party to deal with post and courier services to achieve better value for money and allow for a more efficient and effective management of items. This will be as a minimum the following services:

- Collection, sorting, and delivery of mail communication to addresses across the UK and international destinations.
- Collection and delivery services for letters, large letters, pre-paid return mail, and parcels within the UK, Europe, Non – Europe destinations and Rest of the World destinations.
- A range of delivery options.
- A full track and trace solution for all mail items and parcels.
- A robust process in place for dealing with mail items which have not been delivered successfully.
- An on-demand courier service.
- Necessary equipment and consumables needed to use the service at no additional cost to the client.
- Security of all mail items collected from the client location during the collection and delivery process.
- Staff performing security checks on all mail items comply with the statutory provisions of the Aviation Security (Air Cargo Agents) Regulations of 1993 & 1998.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £3,700,000

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

Start date

3 March 2025

End date

2 March 2029

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.1.2) 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.1.8) 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 expressions of interest

Date

18 November 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.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

VI.4.2) Body responsible for mediation procedures

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

VI.4.4) Service from which information about the review procedure may be obtained

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>