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Tender

## **Voucher Service Production & Management**

Post Office Limited

F02: Contract notice

Notice identifier: 2024/S 000-033793

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

Published 18 October 2024, 2:40pm

### **Section I: Contracting authority**

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

Post Office Limited

100 Wood Street

London

EC2V 7ER

#### **Email**

[procurement@postoffice.co.uk](mailto:procurement@postoffice.co.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

#### **Companies House**

02154540

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<https://postoffice.wax-live.com/S2C/>

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/S2C/>

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

Body governed by public law

**I.5) Main activity**

Other activity

Banking, Retail and Postal Services

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**Section II: Object**

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

**II.1.1) Title**

Voucher Service Production & Management

Reference number

AA1406

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

- 48000000 - Software package and information systems

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

Supplies

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

Post Office Limited seeks to establish voucher service production and management.

The procurement will follow the accelerated restricted procedure in accordance with the Regulations.

To apply please respond to the Selection Questionnaire available via the e-Sourcing Event within the POLWeb3 e-Sourcing Portal that is being used to manage this procurement exercise.

Link to Web3 - <https://postoffice.wax-live.com/S2C/> (<https://postoffice.waxlive.com/S2C/>)

### **II.1.5) Estimated total value**

Value excluding VAT: £4,850,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 22450000 - Security-type printed matter
- 66000000 - Financial and insurance services
- 79800000 - Printing and related services

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

NUTS codes

- UK - United Kingdom

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

Post Office Limited seeks to establish voucher service production and management.

#### **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

Yes

Description of renewals

Initial 36 month contract with potential 2 x 12 month extensions

#### **II.2.10) Information about variants**

Variants will be accepted: No

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

Options: Yes

Description of options

Option of 2 x 12 month extensions after the initial 36 month period

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### **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

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## **Section IV. Procedure**

### **IV.1) Description**

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

Restricted procedure

Accelerated procedure

Justification:

Due to a higher level of spend being put through the contract than anticipated an accelerated procedure is required to ensure that a suitable supplier is in place in an adequate time to allow for a potential transition

#### **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 November 2024

Local time

5:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

12 November 2024

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

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

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

Post Office Limited

London

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Post Office will provide notification of intention to award which will allow bidders a 10 day period to raise any enquiry