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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

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

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

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

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)

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