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Tender

## **Courier Services**

Companies House

F02: Contract notice

Notice identifier: 2024/S 000-039124

Procurement identifier (OCID): ocds-h6vhtk-04c24e

Published 4 December 2024, 4:26pm

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

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

Companies House

Crown Way

CARDIFF

CF143UZ

#### **Email**

[commercial@companieshouse.gov.uk](mailto:commercial@companieshouse.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Companies House**

Companies House

**Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/companies-house>

**I.3) Communication**

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

<https://atamis-8005.my.site.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://atamis-8005.my.site.com/s/Welcome>

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

National or federal Agency/Office

**I.5) Main activity**

General public services

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## **Section II: Object**

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

#### **II.1.1) Title**

Courier Services

Reference number

C1276

#### **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.

Please see full details in tender documentation held within the Companies House E - Sourcing Portal.

The contract will be for three years with two optional one year extensions.

Companies House use an E - Sourcing Portal <https://atamis-8005.my.site.com/s/Welcome> you will need to click on view published opportunities and click to register your interest against Courier Service C1276.

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

Value excluding VAT: £248,000

#### **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

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

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  - 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.
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#### **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: £248,000

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

Duration in months

36

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: Yes

Description of options

Two one year extensions

## **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: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

13 January 2025

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

13 January 2025

Local time

1:00pm

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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**

High Court

London

Country

United Kingdom