

## PRIOR INFORMATION NOTICE

### HO\_Secure Delivery Procurement Project

#### Services

#### SECTION I: CONTRACTING AUTHORITY

##### I.1 NAME, ADDRESS AND CONTACT POINT(S)

<b>Official Name</b> Home Office		
<b>Postal Address</b> Commercial Directorate, Stage 1, First Floor, Milburngate House Durham		
<b>Town</b> Durham	<b>Postal Code</b> DH97 1PA	<b>Country</b> United Kingdom
<b>For the attention of</b> Guy Collins		
<b>Contact Point(s)</b> Secure Delivery Procurement Team		<b>Telephone</b> _____
<b>Email(s)</b> HOCommercialDurham@hmpo.gsi.gov.uk		<b>Fax</b> _____

<b>Internet Address(es) (If applicable):</b> <b>General address of the Contracting Authority</b> _____ <b>Address of the Buyer profile</b> _____
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<b>Further Information can be obtained at</b> As in above mentioned contact point(s)
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##### I.2 TYPE OF CONTRACTING AUTHORITY

<b>Contracting Authority</b> Ministry or any other National or Federal Authority, including their regional or local subdivisions <b>Main Activity(s)</b> _____
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**The Contracting Authority is purchasing on behalf of other Contracting Authorities**  
No

## SECTION II: OBJECT OF CONTRACT

### II.1 TITLE ATTRIBUTED TO THE CONTRACT BY THE CONTRACTING AUTHORITY

**Title attributed to the Contract by the Contracting Authority**

Secure Delivery services for Her Majesty's Passport Office

### II.2 TYPE OF CONTRACT AND PLACE OF DELIVERY OR OF PERFORMANCE

**Service Category**

4 - Transport of mail by land [3] and by air

**Main place of Performance or of delivery**

UK

**NUTS Code and Name**

### II.3 DESCRIPTION OF NATURE AND QUANTITY OR VALUE OF SUPPLIES OR SERVICES

**Description of nature and quantity or value of supplies or services**

Her Majesty's Passport Office (HMPO) is a directorate of the Home Office.

HMPO provides passport services to British Nationals worldwide and, through the General Register Office (GRO), oversees the provision of civil registration services in England and Wales. HMPO supports Home Office priorities of cutting crime, reducing immigration, preventing terrorism and promoting growth.

HMPO is looking for commercial partners to provide a range of Secure Delivery postal and courier services.

It is necessary to collect centrally-printed passports and locally-printed passports and passport supporting documents from HMPO offices, and to send these items to addresses in the UK and worldwide. The annual total is approximately 7 million items of which 400,000 are for overseas delivery. There are also requirements to send a small volume of International passport applications from worldwide addresses to the UK; to send registration items from GRO; and to provide an internal mail service for HMPO.

HMPO wishes to broaden contract scope to include Home Office Secure Delivery requirements where possible. The current contract includes a UK Visas and Immigration requirement to collect centrally-printed biometric residence permits and send them to addresses in the UK, and a National Crime Agency requirement for internal mail. The precise scope of requirements may change and will be advised in due course.

There are supporting requirements, for example, to reconcile items actually collected with those expected to be collected, to protect items, to track the location and status of items, to provide customer service, to action item-specific service requests, and to provide operational and commercial support to delivery services.

HMPO seeks innovative partners who can work flexibly to accommodate changes to requirements and procedures; to improve current deficiencies; and begin to transform the service experienced by HMPO customers. The preference is to appoint a prime supplier who could potentially use sub-contractors as required.

No decision has been made on whether division into lots should occur. The Authority reserves the right to divide this requirement into lots.

**Value Basis**

## Division into Lots

### II.4 COMMON PROCUREMENT VOCABULARY (CPV)

#### Main Object

##### Main Vocabulary

Code	Description
64100000	Post and courier services

##### Suppl. Vocabulary

Code	Description
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#### Additional Object(s)

##### Main Vocabulary

Code	Description
64121100	Mail delivery services
64121200	Parcel delivery services
64122000	Internal office mail and messenger services

##### Suppl. Vocabulary

Code	Description
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### II.5 SCHEDULED DATE FOR START

#### Start of Award Procedures

### II.6 Contract covered by the Government Procurement Agreement (GPA)

#### II.7 Additional Information

Suppliers are invited to express an interest in the provision of services by e-mailing the project at the address given at section I.1. of this notice. Further information regarding the project will be provided to all interested parties.

The Authority uses an eSourcing toolkit to enable its sourcing activities to be conducted over the internet. Any organisation intending to submit an expression of interest must be registered as a supplier with the Crown Commercial Services eSourcing Portal. To register, visit the portal's login page at <https://gpsesourcing.cabinetoffice.gov.uk> by clicking on the Register for CCS eSourcing link on the portal homepage.

For technical assistance on use of the e-Sourcing Suite please contact the Crown Commercial Services Helpdesk: + 44 3450103503; or email: [supplier@ccs.gsi.gov.uk](mailto:supplier@ccs.gsi.gov.uk).

Procurement documents will be made available for unrestricted and full direct access, free of charge via the eSourcing portal, subject to interested parties signing a confidentiality (Non Disclosure) agreement first.

To register, visit the portal's login page at: <https://gpsesourcing.cabinetoffice.gov.uk>

by clicking on the Register for CCS eSourcing link on the portal homepage. Only suppliers that are registered can be invited to participate in the procurement process.

The entire registration process should take no more than 10 minutes. Passwords are issued via e-mail, normally within 1 working day.

For technical assistance on use of the e-Sourcing Suite, please contact, Crown Commercial Service Helpdesk: + 44 345 0103503 or email: [supplier@ccs.gsi.gov.uk](mailto:supplier@ccs.gsi.gov.uk)

The Authority intends to conduct some Industry engagement with potential Suppliers which is currently planned for autumn 2015. The Authority will, if requested, facilitate the communication of an organisation's details to other prospective bidders who may not want to bid in their own right but may be interested in bidding to supply the services via either a joint venture or sub-contract arrangement.

## **SECTION III: LEGAL, ECONOMIC, FINANCIAL & TECHNICAL INFORMATION**

### **III.2 CONDITIONS FOR PARTICIPATION**

<b>III.2.1 Reserved Contract (if applicable)</b> <hr/>
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## SECTION VI: COMPLEMENTARY INFORMATION

### VI.1 PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS

#### VI.1.1 Contract related to a Project and/or Programme Financed by EU Funds

No

### VI.2 ADDITIONAL INFORMATION (IF APPLICABLE)

#### Additional Information

### VI.3 INFORMATION ON GENERAL REGULATORY FRAMEWORK

#### Tax Legislation

#### Environmental Protection Legislation

#### Employment Protection and Working Conditions

### VI.5 DATE OF DISPATCH

#### Date of dispatch of this Notice

01/10/2015 BST

## ANNEX A

### II. CONTACT FOR TAXES

<b>Official Name</b> _____		
<b>Postal Address</b> _____		
<b>Town</b> _____	<b>Postal Code</b> _____	<b>Country</b> _____
<b>For the attention of</b> _____		
<b>Contact Point(s)</b> _____		<b>Telephone</b> _____
<b>Email(s)</b> _____		<b>Fax</b> _____
<b>Internet Address (URL)</b> _____		

### III. CONTACT FOR ENVIRONMENTAL PROTECTION

<b>Official Name</b> _____		
<b>Postal Address</b> _____		
<b>Town</b> _____	<b>Postal Code</b> _____	<b>Country</b> _____
<b>For the attention of</b> _____		
<b>Contact Point(s)</b> _____		<b>Telephone</b> _____
<b>Email(s)</b> _____		<b>Fax</b> _____
<b>Internet Address (URL)</b> _____		

### IV. CONTACT FOR PROTECTION AND WORKING CONDITIONS

<b>Official Name</b> _____
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<b>Postal Address</b> _____		
<b>Town</b> _____	<b>Postal Code</b> _____	<b>Country</b> _____
<b>For the attention of</b> _____		
<b>Contact Point(s)</b> _____		<b>Telephone</b> _____
<b>Email(s)</b> _____		<b>Fax</b> _____
<b>Internet Address (URL)</b> _____		