

Procurement Newsletter

August 2022

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We are the Post Office and there is no-one like us. From our travel and financial services, passports to postage, the Post Office network is serving communities across the UK. We have a network of more than 11,500 branches across the UK and every one of our branches is at the heart of its community.

We have introduced a series of quarterly newsletters to our Supplier partners to:

- Raise awareness of our values and the subjects that matter to us.
- Provide news, information and training that will help you to do business with us.
- Help you find opportunities to work with us as we grow and change for the future.

Finding opportunities to supply to Post Office

Under the Postal Service Act 2011, Post Office Limited became a Public Organisation, independent of the Royal Mail Group. As a Public Organisation, we operate a Competitive Procurement Process subject to the Public Contracts Regulations 2015 (PCR).

Post Office Limited often utilise PCR compliant frameworks and we would encourage companies who want to work with Post Office to engage with relevant framework opportunities which are published on Find a Tender Service (FTS) and Contracts Finder (CF).

Find a Tender Service (FTS) and Contracts Finder (CF)

Where we are not using PCR compliant frameworks via a number of government approved bodies (e.g. CCS, ESPO etc) and we are conducting market exercises or tender activities ourselves, we will advertise them via the Find a Tender Service or Contracts Finder, depending on the value of the goods or services required.

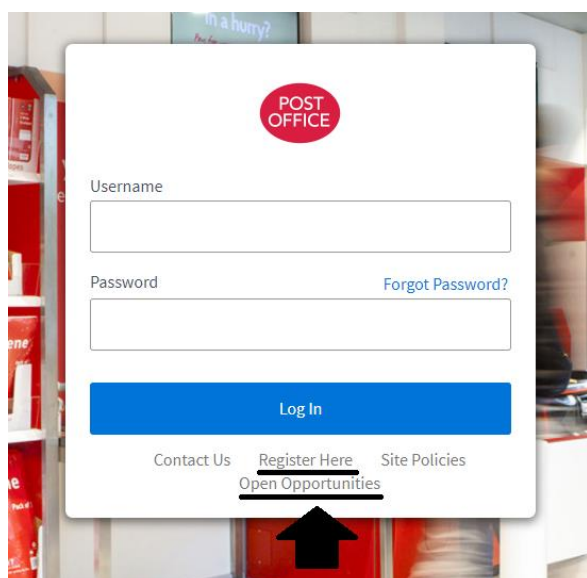
Early engagement and Opportunity notices are published in Find a Tender Service (FTS), for goods or services where total spend is above the upper PCR threshold (£213,477 including VAT*) and when Post Office are not running a mini tender.

Early engagement and Opportunity notices are published in Contracts Finder (CF), for goods or services where total spend is below the upper PCR threshold (£213,477 including VAT*) and Post Office are not running a minim tender.

* As a result of Brexit, the UK Government and devolved administrations are now aligned with the World Trade Organisation's (WTO) thresholds, which are contained in its Government Procurement Agreement (GPA). One of the most notable impacts of this change to GPA alignment is that contract value estimations must now be inclusive of VAT. Under previous EU rules, procurement thresholds were net of VAT. See PPN 02/21 below. The threshold values will change over time, but the upper threshold is currently £213,477 including VAT (or £177k excluding VAT).

Post Office systems

We have a Source to Settle system, where suppliers can see current open opportunities, and register to take part in events. Suppliers can reach this using the link from our website. The website also contains training documents and other important documents, such as our Supplier Code of Conduct, that suppliers will need to read to take part in events.



Open Opportunities

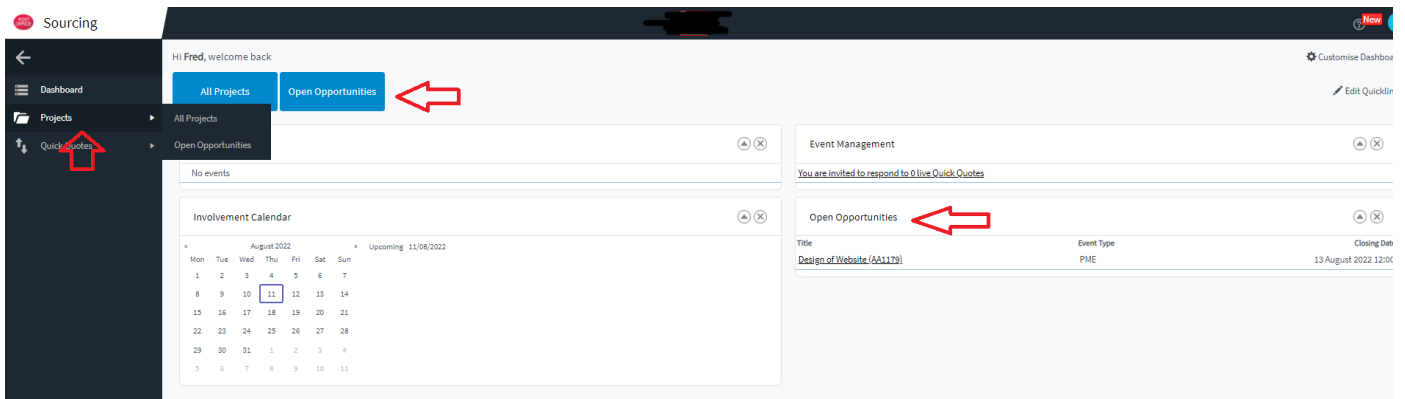
When viewing the login screen, suppliers can view any current opportunities without having an account, by clicking on Open Opportunities (as shown).

Registering

When viewing the login screen, suppliers can register on our system by clicking on Register Here and entering the company name and a contact email address. If your company has already registered, you will be alerted and can contact us to be added as a contact.

Once you have created an account, you can access the system and you will see Open Opportunities in three places on your dashboard, you can select any one of them and join the event from there.

Open opportunities on the Dashboard



When responding to an opportunity, particularly in the case of an opportunity where technical responses are scored by evaluators, please take time to ensure that you are responding to the question asked – and pay attention to any guidance on the scores.

Please make sure you have responded before the published close date. If you experience any technical issues with submitting your response in the hours prior to the event close you can use the Contact Us option on the sign in page. You can also email us at the address below.

Continuing your registration

If the supplier is registering for the first time, you may be asked to take part in the Supplier Registration Form (SRF) which enables the Post Office to gather information for due diligence purposes. The Web3 training documents on our website includes a guide on how to find the form. It also has an example of the SRF to enable suppliers to see the questions and to know what information to prepare in advance.

It is worth noting that although the form may seem long and complex in a full printed format; it is designed to be completed online. The online version is logic based, and so some questions will appear and disappear based on the response you provide. It is likely that there are large sections which are not relevant to you and will therefore not appear.

If a supplier is successful in a tender opportunity, we will proceed to the stage of creating a Contract and Purchase Order. For this we will require the supplier to complete an additional Financial registration create an account in the Purchasing side of the system. This will capture bank and VAT information.

Guides on this are also on our website. We would also suggest that suppliers read our newsletter from February 2022 that provides more information on invoice processing.

Useful Resources

Find a Tender Service <https://www.gov.uk/find-tender>

Contracts Finder <https://www.gov.uk/contracts-finder>

Post Office Source to Settle System <https://postoffice.wax-live.com>

Crown Commercial Service <https://www.crowncommercial.gov.uk/>

Public Procurement Policy including Public Contracts Regulations – <https://www.gov.uk/guidance/public-sector-procurement-policy>

WTO Government Procurement Agreement

https://www.wto.org/english/tratop_e/gproc_e/gpa_overview_e.htm#:~:text=Overview%20of%20the%20Agreement%20on,the%20area%20of%20government%20procurement.

Who do I contact for help?

Please read the guidance on our website

<https://corporate.postoffice.co.uk/en/governance/our-suppliers/working-with-us/>

If you require any further advice, please contact procurement@postoffice.co.uk

