

Tender Plan 2021/22

Activity to start	Business Area	Goods / Services	Status
C/F	Marketing and PR	Select List - Multiple Categories: <ul style="list-style-type: none"> Graphic design PR and copywriting Signage Market research Photography Videography Digital marketing 	Completed
C/F	Commercial and IMS	Select List – Multiple Categories: <ul style="list-style-type: none"> Paper Envelopes 	Completed
Q2	Ops	Supply, installation and maintenance of Mails Parcel Automation equipment	Contract
Q1	HR	Facilities Management Services	Completed
Q3	Ops	Provision of online postage system with mobile app	On hold
Q3	Retail Network	Point of Sales System for Post Office Network	Not Started
Q3	Ops	Multiple Lots: <ul style="list-style-type: none"> Container transfers (<i>Port to/from IOMPO</i>) General haulage for movement of mail/parcels (<i>UK and Island locations</i>) 	Not Started
Q4	Ops	Use of commercial aircraft	Not Started
Q4	Ops	Vehicle servicing, repairs, tyres and exhausts	Not Started
C/F	Ops	Provision of IT software, service and support for a parcel tracking system	Not Started
C/F	Stamps and Coins	Select List for specialist stamp production services (also includes year books, packs and covers)	Exemption
C/F	HR	Provision of vending machines, water filters and consumables	Exemption

Request for Quotation

Activity to start	Business Area	Goods / Services	Status
C/F	HR	Provision of confidential waste services (paper)	Completed
C/F	Ops	Provision of Parcel Collection Centre across Island	Completed
Q2	Projects	Project Management system	Completed
Q2	IT Support	Provision of Pentest services	Evaluation
Q2	Retail Network	Port St. Mary Post Office	-
Q3	Ops	Purchase of fixed and hand-held barcode scanners	Evaluation
Q3	Retail Network	Port St. Mary Postal/Parcel Services	EOI
Q3	Commercial and IMS	External Auditing of ISO accreditations	Planning
Q3	Ops	Building works and office moves across Mails, IMS and Barleyfields	Not Started
Q3	HR	Provision of cleaning materials and products	Not Started
Q3	IT Support/Retail Network	Provision of workflow system	Not Started
Q3	Ops	Building work on Parcel hall floor	Not Started
Q3	Marketing and PR	Public Relations Database and monitoring service	Not Started
Q3	Corporate	Professional services to establish 'guaranteed minimum pension' entitlements from IOMPO Superannuation Scheme	Not Started
Q4	Retail Network	Provision of system for management of foreign exchange	Not Started
Q4	IT Support	Replacement of BoardPad	Not Started
Q4	Ops	Building and counter works – Northern Delivery Office	Not Started
Q4	Ops	Vehicle bodywork and accident repairs	Not Started
C/F	HR	Provision of e-learning package	Exemption

Status Key:

- **Not Started** – Awaiting instruction from the business area to proceed with the procurement.
- **Planning** – Procurement strategy and project plan are still to be agreed and/or the specification is being developed and the tender documents are being prepared.

- **RFI** – IOMPO is running a Request for Information to better understand the market prior to proceeding.
- **EOI** (Expressions of Interest) – the project is currently being advertised.
- **PQQ** (Pre-Qualification Questionnaire) – the project is subject to a short listing exercise (in advance of ITT being issued).
- **ITT** (Invitation to Tender) – the tender documents have been issued and are being completed by the bidders or have been returned.
- **Mini Competition** – Approved suppliers on the Framework have been invited to submit responses against one or more Lots
- **AFA** – Application for Admission has been published
- **Evaluation** – The bids are in the process of being evaluated.
- **Exemption** – IOMPO has requested/obtained Exemption from Financial Regulations.
- **Contract** – The winning bid has been selected, bidders have been notified. Agreement is being prepared for or awaiting signature.
- **Completed** – Agreements have been signed by all parties.
- **On Hold** – Project has been suspended by the business area.
- **Cancelled** – IOMPO has cancelled the project.
- **Priority** – IOMPO's prioritisation of a project i.e. **H** (high), **M** (medium) or **L** (low)