



2412/0646 – Courier Services

Dear Procurement Australia member,

Procurement Australia's current contract **2112/0601 – Courier Services** is scheduled to expire on **31 December 2022** with no further options available for extension.

A new tender and resultant contract will be established to replace this current contract with the process commencing shortly.

The category composition is still currently under development but will be determined prior to the tender being let.

New Contract Details:

Contract number	2412/0646
Contract name	Courier Services
Contract term	2 Years plus 1 x 1 Year extension option
Proposed contract categories	1. Ad hoc courier services 2. Set run courier services

Indicative Tender Timeline:

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ABN 45 058 335 363



Member-specific requirements submission deadline	Friday, 17 June
Tender let	Not later than Wednesday, 24 August
Tender close	Wednesday, 14 September
Contract award	Not later than Friday, 28 October
Contract commencement	Sunday, 1 January 2023

Industry Briefing:

Procurement Australia will convene a webinar briefing session to advise the industry of the RFT event, how to participate, the tender's timetable, category composition and like subjects.

The briefing will be publicly advertised in the tenders section of a major Melbourne newspaper in June 2022. Members are encouraged to advise their suppliers to attend the webinar briefing.

The briefing is scheduled for the following date:

Webinar	Wednesday, 15 June
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Member-specific Requirements:

Members have the opportunity to include their own specific set-run requirements in this tender under Category 2 Set run courier services.

If you have a set run requirement please complete the attached tender pre-commitment letter AND the Member-specific requirements spreadsheet and return them to your Procurement Australia Relationship Manager.

Please note, these documents **MUST** be completed and returned by Friday, 17 June to be considered for inclusion in the tender.

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Next steps:

For more information or questions of clarification please contact your Procurement Australia Relationship Manager.

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