

63349 Postal Services Contract Information

Please could you provide the following information regarding the Council's postal, hybrid mail, mailroom and associated mailing services:

Please confirm the current supplier(s) for:

Postal services

Hybrid mail services

Mailroom services

Franking machine/postage meter services

Postal Services – Royal Mail Group Ltd.

Hybrid Mail Services – Royal Mail Group Ltd.

Mailroom Services – In-House

Franking Machine/Postage Meter Services - Quadient UK Ltd. / Quadient Finance Ltd.

Please provide the total amount spent during the last 12 months with each supplier.

Please refer to the table below which provides expenditure incurred in Financial Year 2025-26:

Royal Mail Group Ltd.	Postal Services	£824,136
Royal Mail Group Ltd.	Hybrid Mail	£450,000
Quadient UK Ltd.	Franking	£9,028.95
Quadient Finance Ltd.	Franking	£5,330.73

Please provide the contract start date, expiry date and any available extension options for each contract.

Please refer to the table below:

Royal Mail Group Ltd.	Contract Start – 13/03/2026 End (not including extension) – 12/03/2027 End (including extension) – 12/03/2028
Quadient UK Ltd.	Contract Start – 21/02/2023 End (not including extension) – 20/02/2026 End (including extension) – 20/02/2029
Quadient Finance Ltd.	No details held

Please provide the contact details and department responsible for:

Postal services

Hybrid mail services

Mailroom services

Procurement of these services

The department with responsibility for this is Customer and Corporate Services - procurement.delivery@edinburgh.gov.uk

Please confirm whether any postal, hybrid mail, mailroom or franking-related contracts are expected to be reviewed, re-procured or tendered within the next 24 months.

If so, when would this be?

For Postal/Hybrid Mail, we anticipate a further mini-competition via the Government Commercial Agency Framework Agreement - Postal Services and Solutions RM6280.

If any procurements are planned, please provide the anticipated timetable, including any expected market engagement, tender publication date and contract award date.

As stated above, the Council is currently reviewing the Government Commercial Agency Framework Agreement - Postal Services and Solutions RM6280, for a potential call-off for Postal and Hybrid Mail Services.