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Tender

## **IT support and maintenance contract**

Sheffield Museums Trust

F02: Contract notice

Notice identifier: 2021/S 000-002039

Procurement identifier (OCID): ocds-h6vhtk-028f4d

Published 2 February 2021, 11:48am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Sheffield Museums Trust

Leader House, Surrey Street

Sheffield

S1 2LH

#### **Contact**

Elizabeth Lilley

#### **Email**

[elizabeth.lilley@museums-sheffield.org.uk](mailto:elizabeth.lilley@museums-sheffield.org.uk)

#### **Telephone**

+44 1142782600

#### **Country**

United Kingdom

**NUTS code**

UKE32 - Sheffield

**Internet address(es)**

Main address

<http://www.museums-sheffield.org.uk/>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA31889](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA31889)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<http://www.museums-sheffield.org.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the following address:

Sheffield Museums Trust

Leader House, Surrey Street

Sheffield

S1 2LH

**Contact**

Elizabeth Lilley

**Email**

[elizabeth.lilley@museums-sheffield.org.uk](mailto:elizabeth.lilley@museums-sheffield.org.uk)

**Country**

United Kingdom

**NUTS code**

UKE32 - Sheffield

**Internet address(es)**

Main address

<http://www.museums-sheffield.org.uk/>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Recreation, culture and religion

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

IT support and maintenance contract

#### **II.1.2) Main CPV code**

- 72700000 - Computer network services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

3 year IT support and maintenance contract for a multi sited Museums Trust

#### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKE32 - Sheffield

Main site or place of performance

Sheffield

#### **II.2.4) Description of the procurement**

3 year IT support and maintenance contract for a multi-site organisation

#### **II.2.5) Award criteria**

Quality criterion - Name: understanding of requirements / Weighting: 20

Quality criterion - Name: Reputation and experience / Weighting: 20

Quality criterion - Name: Locality / Weighting: 10

Price - Weighting: 50

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 April 2021

End date

31 March 2024

This contract is subject to renewal

Yes

Description of renewals

subject to performance

**II.2.10) Information about variants**

Variants will be accepted: Yes

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

This contract can be performed by a sub-contractor

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

4 March 2021

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 1 April 2021

#### **IV.2.7) Conditions for opening of tenders**

Date

5 March 2021

Local time

9:00am

Place

Sheffield

Information about authorised persons and opening procedure

Opened by administrator and circulated to shortlisting panel

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### **Section VI. Complementary information**

#### **VI.1) Information about recurrence**

This is a recurrent procurement: No

#### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

#### **VI.3) Additional information**

Further information is available from

[www.museums-sheffield.org.uk/working](http://www.museums-sheffield.org.uk/working) with us or via an email request to [Elizabeth.lilley@museums-sheffield.org.uk](mailto:Elizabeth.lilley@museums-sheffield.org.uk).

Word documents are available on request.

Please submit responses by email.

(MT Ref:221805)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>