

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/002039-2021>

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

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

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

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

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

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

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

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 with us or via an email request to 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

Telephone

+44 3450103503

Country

United Kingdom

Internet address

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