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Tender

Multifunctional Devices (MFDs) and Managed Print Services

City of London Corporation

F02: Contract notice

Notice identifier: 2025/S 000-004026

Procurement identifier (OCID): ocds-h6vhtk-04dc61

Published 6 February 2025, 4:05pm

The closing date and time has been changed to:

31 March 2025, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

City of London Corporation

Guildhall

London

EC2P 2EJ

Email

mitchell.walker@cityoflondon.gov.uk

Telephone

+44 207332491

Country

United Kingdom

Region code

UKI - London

Internet address(es)

Main address

<https://cityoflondon.ukp.app.jaggaer.com/>

I.3) Communication

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

<https://cityoflondon.ukp.app.jaggaer.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://cityoflondon.ukp.app.jaggaer.com/>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Multifunctional Devices (MFDs) and Managed Print Services

II.1.2) Main CPV code

- 79810000 - Printing services

II.1.3) Type of contract

Services

II.1.4) Short description

Lot 1 –

The City of London Corporation (the City) is seeking quotations for the provision of a Multifunctional Devices (MFDs) and Managed Print Service provider. The primary aim of this contract is to provide the Corporation and associated departments with a Managed Print Service that builds upon the existing service. We are looking for a partner to initially provide a like-for-like replacement of services, and then work with us to put in place a print strategy in order to optimise the service, including reducing usage and machines. The partner will scrutinise services, recommend best practice, and deliver a more efficient print operation that includes changing behaviour across the organisation. In order to access these documents for Lot 1 an NDA can be downloaded via [itt_23](#) and returned via the portal.

Lot 2 – Print Room Services

The City of London Corporation (the City) is seeking quotations for the provision of a Multifunctional Devices (MFDs) and Managed Print Service provider for the Print Room, at the Guildhall, London, EC2P 2EJ. The primary aim of this contract is to provide the Printing department (Print Room), 5th floor West Wing, Guildhall, City of London Corporation, a Multifunctional Device service provision.

The role and main function of this department mainly consists of printing perfect bound committee agendas for the Town Clerk's department's committee team.

Other functions include:

- Printing Payslips for the Chamberlains department of the City of London Corporation.
- Various types of print for the Election of Lord Mayor and Admission of Sheriffs ceremonies, for example: Booklets, Flyers, Cards, Ballots and Passes.
- Other print jobs upon request from other Departments across the Corporation, such as: Menu Cards for the Cook & Butler's Kitchen, wire-bound booklets and posters (up to SRA3 size).

Bidders can bid for multiple lots and the same bidder can win multiple lots.

II.1.5) Estimated total value

Value excluding VAT: £3,500,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Multifunctional Devices (MFDs) and Managed Print Services

Lot No

1

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UKI - London

II.2.4) Description of the procurement

Lot 1 - Multifunctional Devices (MFDs) and Managed Print Services:

The Digital Information & Technology Services (DITS) Team are looking to procure a

managed print provider. The Corporation's current Managed Print service contract ends in Aug 2024. This contract covers City of London Corporation, City of London Police, Barbican, Libraries (including public printing), Schools and Print room with a print fleet of 540 devices deployed at around 34 post codes. The print volumes in many areas in the Corporation have reduced post pandemic while some have returned to pre-pandemic levels. The Project's objective is to procure a new Multifunctional Devices (MFDs) and Managed Print Services contract to replace the current contract. In order to access these documents for Lot 1 an NDA can be downloaded via [itt_23](#) and returned via the portal.

The initial duration of the contract is 5 years, subject to the right of the City (at its sole discretion) to exercise its right to extend the term of the contract for up to 2 years in line with the published Terms and Conditions. Therefore, the total potential duration of the contract, including extensions, is 7 years.

The City reserves the right to vary the term of the contract further in line with the published Terms and Conditions.

Please note that the contract value is up to £475,517 per annum in line with the published Tender Documents and the published Terms & Conditions.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: 3,328,614.72 MAD

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

Start date

1 August 2025

End date

31 July 2032

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The duration of the contract is 60 months (5 years), subject to the right of the City (at its sole discretion) to exercise its right to extend the Contract for a further 24 months (2 years). The maximum length of the contract is therefore 84 months (7 years).

II.2.13) Information about European Union Funds

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

II.2.14) Additional information

Please note that the contract value is up to £475,517 per annum and the value advertised is the total potential value for both the initial term and any subsequent terms, in line with the published Tender Documents and the published Terms & Conditions.

II.2) Description

II.2.1) Title

Multifunctional Devices (MFDs) and Managed Print Services - Lot 2 (Print Room)

Lot No

2

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Guildhall, London

II.2.4) Description of the procurement

Lot 2 - Multifunctional Devices (MFDs) and Managed Print Services (Print Room):

The City of London Corporation (the City) is seeking quotations for the provision of a Multifunctional Devices (MFDs) and Managed Print Service provider for the Print Room, at the Guildhall, London, EC2P 2EJ. The primary aim of this contract is to provide the Printing department (Print Room), 5th floor West Wing, Guildhall, City of London Corporation, a Multifunctional Device service provision.

The role and main function of this department mainly consists of printing perfect bound committee agendas for the Town Clerk's department's committee team.

Other functions include:

- Printing Payslips for the Chamberlains department of the City of London Corporation.
- Various types of print for the Election of Lord Mayor and Admission of Sheriffs ceremonies, for example: Booklets, Flyers, Cards, Ballots and Passes.
- Other print jobs upon request from other Departments across the Corporation, such as: Menu Cards for the Cook & Butler's Kitchen, wire-bound booklets and posters (up to SRA3 size).

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 August 2025

End date

31 July 2032

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The duration of the contract is 60 months (5 years), subject to the right of the City (at its sole discretion) to exercise its right to extend the Contract for a further 24 months (2 years). The maximum length of the contract is therefore 84 months (7 years).

II.2.13) Information about European Union Funds

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

II.2.14) Additional information

Please note that the contract value is up to £24,484 per annum and the value advertised is the total potential value for both the initial term and any subsequent terms, in line with the published Tender Documents and the published Terms & Conditions.

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

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

Originally published as:

Date

10 March 2025

Local time

12:00pm

Changed to:

Date

31 March 2025

Local time

12:00pm

See the [change notice](#).

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

Duration in months: 84 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

10 March 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

This tendering exercise is being undertaken using the electronic tendering system 'Jaggaer' (<https://cityoflondon.ukp.app.jaggaer.com>). Suppliers will need to register an interest on the system in order to participate and registration is free.

The estimated value given at II.2.6) is for the full duration of the contract including the maximum possible extensions. The estimated annual contract value is therefore £3,500,000.

Participants should register as a supplier on the portal using the aforementioned URL/link (if not already), then search for the opportunity titled using the Reference number stated below.

The procurement is being run as a one stage process under the open procedure and therefore, if your organisation would like to participate in this tender exercise, it can by completing and returning the Qualification Envelope and the Invitation To Tender documents which can be found on the City's e-procurement portal at: www.capitalesourcing.com with the Reference number: prj_28 or itt_22/itt_23_itt_24.

Organisations must submit their completed Qualification Envelope and Invitation to Tender documents, via the system by the return deadline in order to participate and registration is free. Qualification Envelopes and Invitation to Tender (ITT) documents cannot be uploaded after the return deadline.

The contracting authority will not be held accountable for any errors made by an organisation in submitting their applicable Qualification Envelopes and Invitation to Tender

(ITT) documents.

The contracting authority reserves the right at any time to vary the timescales in this notice, cease the procurement process and not award the agreement or to award only part of the opportunity described in this notice. If the contracting authority takes up any of these rights then it will not be responsible for, or pay the expenses or losses, which may be incurred by any candidate or tenderer as a result. Economic operators are solely responsible for their costs and expenses incurred in connection with the preparation of their tender submissions and all stages throughout the procurement. Under no circumstances will the contracting authority be liable for costs or expense borne by the economic operators.

The procurement process that will apply to the requirement is specified in the procurement documents accordingly.

VI.4) Procedures for review

VI.4.1) Review body

High Court of England and Wales

London

Country

United Kingdom