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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](mailto: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

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## **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.

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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



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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**

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

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### **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](http://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