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Tender

## **Members Magazine and Guide Postage**

Tate Gallery

F02: Contract notice

Notice identifier: 2021/S 000-005288

Procurement identifier (OCID): ocds-h6vhtk-029c19

Published 16 March 2021, 12:32pm

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

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

Tate Gallery

20 John Islip Street, Millbank

London

SW1P 4RG

#### **Email**

[declan.mcalister@tate.org.uk](mailto:declan.mcalister@tate.org.uk)

#### **Telephone**

+44 2078878811

#### **Country**

United Kingdom

#### **NUTS code**

UKI - LONDON

**Internet address(es)**

Main address

[www.tate.org.uk](http://www.tate.org.uk)

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Postal-services./597WG3Y4W3>

Additional information can be obtained from the above-mentioned address

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

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

Ministry or any other national or federal authority

**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**

Members Magazine and Guide Postage

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

- 64110000 - Postal services

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

Services

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

Tate Members are looking for a supplier to fulfil regular postage requirements for the Tate bi-monthly guide and the Tate Etc. magazine. The contract is being offered for a two-year initial period with three additional single year extensions for a total of five years.

There are currently more than 135,000 active Tate Members who receive the Tate Guide and Tate Etc. magazine as part of their benefits. Printed content such as the Tate Guide and magazine are essential to Tate Members and provide high customer contact levels.

Tate Guides are mailed out six times per year and the Tate Etc. magazine accompanies three of these mailings. Smaller supplementary mailings following each of the three mailings where Tate Etc is included with the guide.

#### **II.1.5) Estimated total value**

Value excluding VAT: £2,750,000

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

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 64000000 - Postal and telecommunications services
- 64110000 - Postal services

- 64111000 - Postal services related to newspapers and periodicals
- 64112000 - Postal services related to letters
- 64113000 - Postal services related to parcels

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

NUTS codes

- UKI - LONDON

Main site or place of performance

LONDON

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

Tate Members are looking for a supplier to fulfil regular postage requirements for the Tate bi-monthly guide and the Tate Etc. magazine. The contract is being offered for a two-year initial period with three additional single year extensions for a total of five years.

There are currently more than 135,000 active Tate Members who receive the Tate Guide and Tate Etc. magazine as part of their benefits. Printed content such as the Tate Guide and magazine are essential to Tate Members and provide high customer contact levels.

Tate Guides are mailed out six times per year and the Tate Etc. magazine accompanies three of these mailings. Smaller supplementary mailings following each of the three mailings where Tate Etc is included with the guide.

Tate Members are focused on ensuring that printed Membership benefits arrive on doorsteps in a timely manner with landing deadlines being a priority. Tate is committed to sustainability and ethical practices and asks that suppliers conduct business with these principles in mind as well.

### **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: £2,750,000

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

Start date

14 May 2021

End date

13 May 2023

This contract is subject to renewal

Yes

Description of renewals

The Contract will be in place for an initial period of 2 years, with an option to extend for a further period or periods up to a total of 3 years taking the contract term to a maximum of 5 years. The Contract is intended to start on 14 May 2021. Any subsequent extension to the Contract will be agreed between Tate and the Supplier.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **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

#### **II.2.14) Additional information**

To respond to this opportunity please click here: <https://www.delta-sourcing.com/respond/597WG3Y4W3>

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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**

Date

23 April 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**

Duration in months: 2 (from the date stated for receipt of tender)

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

Date

23 April 2021

Local time

12:00pm

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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**

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Postal-services./597WG3Y4W3>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/597WG3Y4W3>

GO Reference: GO-2021316-PRO-17937895

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

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

Tate Gallery

20 John Islip Street

London

SW1P 4RG

Telephone

+44 2078212960

Country



United Kingdom

**VI.4.2) Body responsible for mediation procedures**

Tate Gallery

20 John Islip Street

London

SW1P 4RG

Telephone

+44 2078212960

Country

United Kingdom

**VI.4.4) Service from which information about the review procedure may be obtained**

Tate Gallery

20 John Islip Street

London

SW1P 4RG

Telephone

+44 2078212960

Country

United Kingdom