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Not applicable

Multifunctional Devices (MFDs) and Managed Print Services

City of London Corporation

City of London Corporation

F14: Notice for changes or additional information

Notice identifier: 2025/S 000-007090

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

Published 24 February 2025, 4:28pm

Section I: Contracting authority/entity

I.1) Name and addresses

City of London Corporation

Po Box 270, Guildhall

London

EC2P 2EJ

Contact

Mitchell Walker

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mitchell.walker@cityoflondon.gov.uk

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+44 2073323030

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

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

Buyer's address

<https://www.cityoflondon.gov.uk>

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Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Multifunctional Devices (MFDs) and Managed Print Services

Reference number

itt_22/itt_23_itt_24.

II.1.2) Main CPV code

- 79810000 - Printing services

II.1.3) Type of contract

Services

II.1.4) Short description

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

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.

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).

Section VI. Complementary information

VI.6) Original notice reference

Notice number: [2025/S 000-004026](#)

Section VII. Changes

VII.1) Information to be changed or added

VII.1.2) Text to be corrected in the original notice

Section number

IV.2.2/IV.2.7

Place of text to be modified

31/03/2025

Instead of

Date

10 March 2025

Local time

12:00pm

Read

Date

31 March 2025

Local time

12:00pm

VII.2) Other additional information

Deadline extended by 21 days (3 weeks) from 10th March to 31st March.