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Tender

## **IWM Membership - Printing & Mailing Fulfilment**

Imperial War Museums

F02: Contract notice

Notice identifier: 2023/S 000-009196

Procurement identifier (OCID): ocds-h6vhtk-03b725

Published 29 March 2023, 4:05pm

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

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

Imperial War Museums

IWM London, Lambeth Road

London

SE1 6HZ

#### **Contact**

Lizzie Rowberry

#### **Email**

[erowberry@iwm.org.uk](mailto:erowberry@iwm.org.uk)

#### **Telephone**

+44 2074165000

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

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

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

[www.find-tender.service.gov.uk](http://www.find-tender.service.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.delta-esourcing.com](http://www.delta-esourcing.com)

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

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

Body governed by public law

**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**

IWM Membership - Printing & Mailing Fulfilment

Reference number

Mem3110

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

- 79824000 - Printing and distribution services

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

Services

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

This tender is for the printing and distribution of IWM Membership Packs and associated collateral to include the provision of stationery supplies, printing of customised elements (including letters and membership cards), as well as the packing and postal distribution. Work will include the printing, packing and postal distribution of hardcopy membership newsletters and potentially other collateral as developed and requested.

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

Value excluding VAT: £215,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79823000 - Printing and delivery services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

This tender is for the printing and distribution of IWM Membership Packs and associated collateral to include the provision of stationery supplies, printing of customised elements (including letters and membership cards), as well as the packing and postal distribution. Work will include the printing, packing and postal distribution of hardcopy membership newsletters and potentially other collateral as developed and requested.

#### **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: £215,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend contract for an additional two years after the initial three year term subject to performance.

#### **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

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## **Section III. Legal, economic, financial and technical information**

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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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: No

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 003-000029](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

2 May 2023

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: 31 May 2024

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

Date

2 May 2023

Local time

1:00pm

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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**

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=772138230>

GO Reference: GO-2023329-PRO-22424823

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

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

Imperial War Museums

London

SE1 6HZ

Country

United Kingdom