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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): ocids-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

Telephone

+44 2074165000

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

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

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

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