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Tender

Managed Print Service

City of London Corporation

F02: Contract notice

Notice identifier: 2024/S 000-010077

Procurement identifier (OCID): ocds-h6vhtk-044db1

Published 27 March 2024, 2:33pm

Section I: Contracting authority

I.1) Name and addresses

City of London Corporation

Guildhall

London

EC2P 2EJ

Email

Mitchell.Walker@cityoflondon.gov.uk

Telephone

+44 2076063030

Country

United Kingdom

Region code

UKI - London

Internet address(es)

Main address

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

Buyer's address

www.capitalesourcing.com

I.3) Communication

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

www.capitalesourcing.com

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.capitalesourcing.com

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

www.capitalesourcing.com

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Managed Print Service

Reference number

prj_COL_23257 or itt_COL_17873

II.1.2) Main CPV code

- 79810000 - Printing services

II.1.3) Type of contract

Services

II.1.4) Short description

The Digital Information & Technology Services (DITS) Team are looking to procure a managed print provider.

II.1.5) Estimated total value

Value excluding VAT: £3,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 22610000 - Printing ink
- 30122000 - Office-type offset printing machinery
- 42991200 - Printing machinery
- 48773000 - Print utility software package
- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

City of London premises (34 postal codes).

II.2.4) Description of the procurement

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.

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 £500,000 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: £3,500,000

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

Duration in months

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 £500,000 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.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As stated within the procurement documents.

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

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

2 May 2024

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: 84 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

2 May 2024

Local time

12:00pm

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

This tendering exercise is being undertaken using the electronic tendering system 'capitalEsourcing' (www.capitalesourcing.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 with the Reference number: prj_COL_23257 or itt_COL_17873.

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, Royal Courts of Justice

Strand

London

WC2A 2LL

Telephone

+44 20794760000

Country

United Kingdom

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

High Court, Royal Courts of Justice

Strand

London

WC2A 2LL

Telephone

+44 20794760000

Country

United Kingdom