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Planning

Medals and Insignia Framework

Cabinet Office

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-018198

Procurement identifier (OCID): ocds-h6vhtk-0509b4 ([view related notices](#))

Published 30 April 2025, 6:20pm

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Scope

Description

A framework to be established to allow the purchase of medals and insignia, which form part of the UK State Honours system.

The Central Chancery of the Orders of Knighthood (CCOK) are looking to set up another framework for the provision of medals and insignia as part of the UK State Honours system.

The UK State Honours system sees the formal recognition of individuals who have performed notable and worthy things, with the associated Medals and Insignia providing a visible token of thanks and gratitude from a grateful Nation.

The Framework will likely consist of 91 Lots, of which the technical specifications for each Lot will be shared as part of the Planned Procurement Notice.

Commercial tool

Establishes a framework

Total value (estimated)

- £3,840,000 excluding VAT
- £4,800,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 10 September 2025 to 9 September 2028
- Possible extension to 9 September 2029
- 4 years

Main procurement category

Goods

CPV classifications

- 18512200 - Medals
- 18513100 - Pearls
- 18513300 - Articles of precious metal
- 18513400 - Articles of precious or semi-precious stones
- 39561133 - Insignia

- 44812100 - Enamels and glazes

Engagement

Engagement deadline

14 May 2025

Engagement process description

REQUEST FOR COMPLETION OF QUESTIONNAIRE BY 14TH MAY 2025

This description references the Planned Procurement Notice for this requirement, which can be found via Find a Tender at the following link:

<https://www.find-tender.service.gov.uk/Notice/018196-2025?origin=Dashboard>

Background

Further to the Planned Procurement Notice published on 30th April 2025, the Cabinet Office (the Contracting Authority) intends to undertake a procurement exercise to acquire Medals and Insignia.

The Central Chancery of the Orders of Knighthood (CCOK) is a branch of the Royal Household, which is responsible for delivering the State Honours system. CCOK is required to purchase and retain a stock of insignia and medals for presentation normally following the publication of the two main honours lists (King's Birthday and New Year).

The State Honours system sees the formal recognition of individuals who have performed notable and worthy things, with Medals and Insignia providing a visible token of thanks and gratitude from a grateful Nation. CCOK places an annual medals and insignia order (typically September/October), for delivery not before 1 April the following year. This provides the stock required for one year, but may be topped up on a small ad hoc basis.

Requirements

The requirements can be summarised as:

- Provision of high-quality medals and insignia, including ribbons, boxes.
- Management of appropriate quality control procedures, including defect and repair procedures.
- Management and resolution of all buyer queries.
- Management of the supply chain.
- Provision of Management Information and reporting on spend and buyer activity.

It is expected that some 90 types of medals or insignia will be required. Further information on key items can be found in the Planned Procurement Notice, which includes technical specifications for all medals and insignia required.

The intended procurement exercise will provide requirements from April 2026 (once orders are placed around September/October 2025). Based on past experience and future estimates we expect the total value across all suppliers to be approximately £3,800,000 excluding VAT throughout the duration of the framework.

Our Ask

We are currently planning and designing the procurement strategy and processes and it would be very useful to understand potential suppliers' views on these. We therefore wish to undertake a Preliminary Market Engagement exercise in accordance with Section 16 of the Procurement Act 2023.

A questionnaire was attached in the Planned Procurement Notice, published on 30th April 2025. We would be very grateful if you could answer the questions as openly as possible, providing enough information to allow us to understand why you have responded as you have.

Please could you return the completed questionnaire to commercial@cabinetoffice.gov.uk by 12.00 noon on Wednesday 14th May 2025.

Principles

Please note that the following principles will apply to this market engagement activity:

- Completion and submission of a questionnaire is entirely voluntary. If you choose not to complete and submit a questionnaire (or not to respond to certain questions) this will not preclude you from submitting a bid later in the process.
- Whether you choose to complete and submit a questionnaire or not, will not (negatively

or positively) affect the evaluation of any bid you may later choose to submit. Your responses to the questionnaire will not be taken into account when bids are evaluated.

-Similarly your specific responses to questions will not (negatively or positively) affect the evaluation of any bid you may later choose to submit.

-The Contracting Authority does not guarantee that it will implement any suggestions, in part or in full, raised by a respondent to the questionnaire. The decision on how to proceed with the procurement process is at the discretion of the Contract Authority alone.

-The Contracting Authority may wish to implement suggestions raised and by submitting their responses respondents agree that the Contracting Authority is free to do so.

-While it is not the intention to do so, the Contracting Authority reserves the right to contact a respondent or respondents on specific points of interest.

Please note: we are unable to respond to questions during this preliminary market engagement exercise as it may give suppliers an unfair advantage. Clarification periods will be incorporated into the procurement process at a later stage where suppliers may raise questions. Clarification responses will be published to all bidders in the procurement process subject to the Freedom of Information Act 2000.

END

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

9 June 2025

Contracting authority

Cabinet Office

- Public Procurement Organisation Number: PRVX-1591-PJVV

70 Whitehall

London

SW1A 2AS

United Kingdom

Email: commercial@cabinetoffice.gov.uk

Region: UKI32 - Westminster

Organisation type: Public authority - central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

Crown Commercial Service

Summary of their role in this procurement: Assistance with the procurement process

- Public Procurement Organisation Number: PBZB-4962-TVLR

The Capital, Old Hall Street

Liverpool

L3 9PP

United Kingdom

Email: procurementassuranceandgovernance@crownccommercial.gov.uk

Region: UKD72 - Liverpool

Contact organisation

Contact Cabinet Office for any enquiries.