This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/018251-2024">https://www.find-tender.service.gov.uk/Notice/018251-2024</a>

Tender

# **RBGKEW1256 - Membership Servicing Print & Fulfilment**

Royal Botanic Gardens, Kew

F02: Contract notice

Notice identifier: 2024/S 000-018251

Procurement identifier (OCID): ocds-h6vhtk-046f95

Published 12 June 2024, 7:05pm

# **Section I: Contracting authority**

## I.1) Name and addresses

Royal Botanic Gardens, Kew

Royal Botanic Gardens, Kew, The Herbarium, Kew Green

UK-UK-Richmond: Design consultancy services.: Arti

**TW9 3AE** 

#### Contact

Sarah Jandu

#### **Email**

procurement@kew.org

#### **Telephone**

+44 2083325000

### Country

**United Kingdom** 

Region code

UKI - London

Internet address(es)

Main address

www.kew.org

## I.3) Communication

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

https://www.delta-esourcing.com/tenders/UK-UK-UK-UK-Richmond:-Design-consultancy-services.:-Arti:-Mailing-services./849KQ57U88

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://www.delta-esourcing.com/tenders/UK-title/849KQ57U88

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

# I.4) Type of the contracting authority

Ministry or any other national or federal authority

## I.5) Main activity

Environment

# **Section II: Object**

# II.1) Scope of the procurement

II.1.1) Title

RBGKEW1256 - Membership Servicing Print & Fulfilment

#### Reference number

#### RBGKEW1256

#### II.1.2) Main CPV code

- 79571000 Mailing services
  - UB04 Printed matter

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

Print, Servicing and Fulfilment services for all of Royal Botanic Gardens, Kew's membership communications.

### II.1.5) Estimated total value

Value excluding VAT: £750,000

#### II.1.6) Information about lots

This contract is divided into lots: No

## II.2) Description

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

- 79571000 Mailing services
  - UB04 Printed matter

#### II.2.3) Place of performance

**NUTS** codes

• UKI - London

Main site or place of performance

#### LONDON

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

Print, Servicing and fulfilment services for Royal Botanic Gardens, Kew membership communications via mail

#### 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: £750,000

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

**Duration in months** 

24

This contract is subject to renewal

Yes

Description of renewals

Two potential extensions of 12 months each. Maximum total contract duration is 4 years

### 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 IV. Procedure

### **IV.1) Description**

### IV.1.1) Type of procedure

$\bigcirc$	nen	procedure
$\sim$	PCII	procedure

### IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

### 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

12 July 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: 3 (from the date stated for receipt of tender)

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

Date

12 July 2024

Local time

12:05pm

# **Section VI. Complementary information**

## VI.1) Information about recurrence

This is a recurrent procurement: No

## VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

https://www.delta-esourcing.com/tenders/UK-UK-UK-UK-Richmond:-Design-consultancy-services.:-Arti:-Mailing-services./849KQ57U88

To respond to this opportunity, please click here:

https://www.delta-esourcing.com/respond/849KQ57U88

GO Reference: GO-2024612-PRO-26584768

# VI.4) Procedures for review

#### VI.4.1) Review body

Head of Procurement & Contract Management, Royal Botanic Gardens, Kew

London

Country

**United Kingdom**