

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/026944-2021>

Planning

## **MET POLICE\_\_COUPA EVENT #360\_Prior Information Notice (PIN) Merchandise and Online Shop**

Metropolitan Police Service

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-026944

Procurement identifier (OCID): ocds-h6vhtk-02f0ad

Published 27 October 2021, 3:49pm

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

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

Metropolitan Police Service

LONDON

#### **Contact**

Laura Wooders

#### **Email**

[Laura.Wooders@met.police.uk](mailto:Laura.Wooders@met.police.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKI - London

## **Internet address(es)**

Main address

[https://supplier.coupa.com/quotes/public\\_events?customer=metpolice](https://supplier.coupa.com/quotes/public_events?customer=metpolice)

Buyer's address

[https://supplier.coupa.com/quotes/public\\_events?customer=metpolice](https://supplier.coupa.com/quotes/public_events?customer=metpolice)

## **I.3) Communication**

Additional information can be obtained from the above-mentioned address

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

Body governed by public law

## **I.5) Main activity**

Public order and safety

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

MET POLICE\_\_COUPA EVENT #360\_Prior Information Notice (PIN) Merchandise and Online Shop

Reference number

MET POLICE\_\_COUPA EVENT #360

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

- 37520000 - Toys

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

Supplies

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

The Metropolitan Police Service (MPS)/Authority would like to alert suppliers to a potential opportunity to assist with the fulfilment of merchandise sales via an online store.

The MPS is currently utilising its brand assets (such as logos and insignia) to create a range of products for sale both internally and to the general public on the online 'New Scotland Yard Shop'.

The store currently processes an average of 74 orders per month online averaging approximately £28 per order (this does not include staff purchases paid via invoice). The majority of sales are of low priced small goods such as badges and mugs. We are looking to improve and expand, and hopefully see a significant increase in revenue.

We will require a supplier who has potential to design a new website, warehouse the goods and fulfil all customer orders directly.

We currently sell approximately 20 permanent items, with some additional limited edition products. Our intention is expand the current offering so we are looking for a supplier who can ideally assist with the development of innovative new ideas, either directly or through partner companies.

Requirements are likely to include:

- A professional standard of web design to produce a high quality public facing online store. Fulfilment may also be required for a simultaneous Amazon/eBay store.
- Warehousing of approximately 5 pallets of goods initially, with potential for growth as we expand the product range.
- Fulfilment of sales both from the public facing online store, and for internal staff purchases (possibly paying via invoice).
- Additional assistance in other areas such as marketing, product development, or use of eco-friendly materials would be a bonus.

The MPS would like to use this notice to let providers know that we are interested in hearing from them about their experiences in this area, and how their expertise could be applied to drive sales of MPS products. We are keen to know more about market standards, typical pricing structures and suppliers' capabilities. We are looking to speak to suppliers with a flexible approach who can help us shape the future of the MPS merchandise operation. We would be especially interested to hear from any London based companies.

The MPS will be holding a supplier engagement event on Wednesday 10th November.

More details will be available via the chat function on COUPA.

Suppliers wishing to participate in this early market engagement exercise and view all/any associated documents are invited to register their interest via the following link

[https://supplier.couphost.com/quotes/public\\_events?customer=metpolice](https://supplier.couphost.com/quotes/public_events?customer=metpolice)

(please copy and paste the link into your internet browser)

The PIN engagement will be hosted on the eTendering platform, Coupa. The event reference is 360.

Please search for the event reference (360) to ensure you express interest in the correct event (the PIN).

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

Value excluding VAT: £1

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

This contract is divided into lots: No

## **II.2) Description**

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

- 30192700 - Stationery
- 42965100 - Warehouse management system
- 79342000 - Marketing services

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

NUTS codes

- UK - United Kingdom

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

The Metropolitan Police Service (MPS)/Authority would like to alert suppliers to a potential opportunity to assist with the fulfilment of merchandise sales via an online store.

The MPS is currently utilising it's brand assets (such as logos and insignia) to create a range of products for sale both internally and to the general public on the online 'New

Scotland Yard Shop'.

The store currently processes an average of 74 orders per month online averaging approximately £28 per order (this does not include staff purchases paid via invoice). The majority of sales are of low priced small goods such as badges and mugs. We are looking to improve and expand, and hopefully see a significant increase in revenue.

We will require a supplier who has potential to design a new website, warehouse the goods and fulfil all customer orders directly.

We currently sell approximately 20 permanent items, with some additional limited edition products. Our intention is expand the current offering so we are looking for a supplier who can ideally assist with the development of innovative new ideas, either directly or through partner companies.

Requirements are likely to include:

- A professional standard of web design to produce a high quality public facing online store. Fulfilment may also be required for a simultaneous Amazon/eBay store.
- Warehousing of approximately 5 pallets of goods initially, with potential for growth as we expand the product range.
- Fulfilment of sales both from the public facing online store, and for internal staff purchases (possibly paying via invoice).
- Additional assistance in other areas such as marketing, product development, or use of eco-friendly materials would be a bonus.

The MPS would like to use this notice to let providers know that we are interested in hearing from them about their experiences in this area, and how their expertise could be applied to drive sales of MPS products. We are keen to know more about market standards, typical pricing structures and suppliers' capabilities. We are looking to speak to suppliers with a flexible approach who can help us shape the future of the MPS merchandise operation. We would be especially interested to hear from any London based companies.

The MPS will be holding a supplier engagement event on Wednesday 10th November. More details will be available via the chat function on COUPA.

Suppliers wishing to participate in this early market engagement exercise and view all/any associated documents are invited to register their interest via the following link

[https://supplier.coupa.com/quotes/public\\_events?customer=metpolice](https://supplier.coupa.com/quotes/public_events?customer=metpolice)

(please copy and paste the link into your internet browser)

The PIN engagement will be hosted on the eTendering platform, Coupa. The event reference is 360.

Please search for the event reference (360) to ensure you express interest in the correct event (the PIN).

#### **II.2.14) Additional information**

PIN validity period until 30th November 2021 @ 5pm (BST).

This means the PIN will remain open and live until 30th November 2021 @ 5pm (BST) (BST). There after (unless otherwise extended) the PIN will expire.

No new suppliers will be permitted to express an interest to the PIN after the PIN validity period has expired.

Those suppliers who have expressed an interest to the PIN (before the expiry date) will remain in the PIN engagements and subsequent future updates by the MPS post 30th November.

The MPS may at its sole discretion extend/ amend/update/ delete/ cancel any elements of the PIN and associated documents and/ or in its entirety without liability to the MPS what so ever.

There may be a time lag between the two notifications, the PIN notification being published on Coupa (Event 360) and the notification being published on Find A Tender notice.

#### **II.3) Estimated date of publication of contract notice**

10 January 2022

---

### **Section IV. Procedure**

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

##### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes