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Planning

## **Soft Market Testing (SMT) - Managed Print Service**

City of London Corporation

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-028659

Procurement identifier (OCID): ocids-h6vhtk-040626

Published 28 September 2023, 3:35pm

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

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

City of London Corporation

Guildhall

London

EC2P 2EJ

#### **Contact**

Mitchell Walker

#### **Email**

[Mitchell.Walker@cityoflondon.gov.uk](mailto:Mitchell.Walker@cityoflondon.gov.uk)

#### **Telephone**

+44 2076063030

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk)

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Soft Market Testing (SMT) - Managed Print Service

Reference number

itt\_COL\_17554

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

- 79800000 - Printing and related services

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

Services

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

This is a soft market testing exercise in relation to an upcoming requirement the City of London (CoL) has for a new Managed Print Services Contract.

The soft market testing will involve the submission of the SMT questionnaire to be received by 12:00 on 19th October 2023 via the capitalesourcing portal ([www.capitalesourcing.com](http://www.capitalesourcing.com)).

If your organisation would like to participate in this soft market testing exercise, it can do so by downloading, completing and returning the SMT Questionnaire which can be found on the City's eProcurement portal at: [www.capitalesourcing.com](http://www.capitalesourcing.com), refer to the Reference number: prj\_COL\_22830 or itt\_COL\_17554.

The City will not be held accountable for any errors made by an organisation in submitting their applicable SMT Questionnaire(s).

Participation or non-participation in the SMT shall not prevent any supplier participating in a potential future procurement, nor is it intended that any information supplied as part of the SMT shall place any supplier at an advantage in a potential procurement process.

Participants will not be prejudiced by any response or failure to respond to the SMT or failure to attend any follow up interviews that may be arranged at the absolute discretion of the City. Participation in this SMT will be at each organisation's own cost. No expense in responding to this SMT will be reimbursed by the City.

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

This contract is divided into lots: No

## **II.2) Description**

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

- 42991200 - Printing machinery

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

Guildhall, London and other City of London owned premises.

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

SMT in this case is where the CoL, is at an early stage in development of its proposals but prior to formulating any formal procurement opportunity, it seeks input from the market as to what might be the most attractive way of packaging and scoping a future

procurement opportunity for a Managed Print Services contract. 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 Managed Print services contract to replace the current contract.

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

28 September 2023

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## **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: No

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## **Section VI. Complementary information**

### **VI.3) Additional information**

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