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Tender

Email Marketing Software

Science Museum Group

F02: Contract notice

Notice identifier: 2024/S 000-041435

Procurement identifier (OCID): ocds-h6vhtk-04ccb1

Published 23 December 2024, 3:16pm

Section I: Contracting authority

I.1) Name and addresses

Science Museum Group

Exhibition Road

South Kensington

Contact

Rahul Rajendran

Email

rahul.rajendran@sciencemuseum.ac.uk

Country

United Kingdom

NUTS code

UKI33 - Kensington & Chelsea and Hammersmith & Fulham

Internet address(es)

Main address

<https://www.sciencemuseumgroup.org.uk/>

I.3) Communication

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

<https://in-tendhost.co.uk/sciencemuseumgroup.aspx/Home>

Additional information can be obtained from the above-mentioned address

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Recreation, culture and religion

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Email Marketing Software

Reference number

SCM2766M

II.1.2) Main CPV code

- 50300000 - Repair, maintenance and associated services related to personal computers, office equipment, telecommunications and audio-visual equipment

II.1.3) Type of contract

Services

II.1.4) Short description

The Authority wishes to establish an Agreement for the provision of email marketing software the "Services". Under the SMG procurement policy, the Authority shall review all potential providers against standards of technical or professional ability and economic and financial standing details of which are covered in this document. Prior to commencing formal evaluation, Tender Responses will be checked to ensure they are fully compliant with the conditions of Tender. Non-compliant Tender Responses may be rejected by the Authority. Tender Responses which are deemed by the Authority to be fully compliant will proceed to evaluation. The process is detailed in Section 2 – evaluation process. Following evaluation of the compliant Tenders and approval of the outcome the Authority intends to appoint one successful Provider to enter into an Agreement.

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48481000 - Sales or marketing software package
- 72212481 - Sales or marketing software development services

II.2.3) Place of performance

NUTS codes

- UKI33 - Kensington & Chelsea and Hammersmith & Fulham

II.2.4) Description of the procurement

1. The Authority wishes to establish an Agreement for the provision of email marketing software the "Services". 2. Under the SMG procurement policy, the Authority shall review all potential providers against standards of technical or professional ability and economic and financial standing details of which are covered in this document.3. Prior to commencing formal evaluation, Tender Responses will be checked to ensure they are fully compliant with the conditions of Tender. Non-compliant Tender Responses may be

rejected by the Authority. Tender Responses which are deemed by the Authority to be fully compliant will proceed to evaluation. The process is detailed in Section 2 – evaluation process.⁴ Following evaluation of the compliant Tenders and approval of the outcome the Authority intends to appoint one successful Provider to enter into an Agreement.⁵ Whilst it is the SMG's intention to purchase the majority of its services under this Contract from the Provider appointed this does not confer any exclusivity on the appointed Provider. The SMG reserves the right to purchase any services (including those similar to the services covered by this contract) from any provider outside of this Contract.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

36

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: 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 III. Legal, economic, financial and technical information

III.1) Conditions for participation

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: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

10 February 2025

Local time

5:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

10 February 2025

Local time

5:00pm

Place

Electronic

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.4) Procedures for review

VI.4.1) Review body

Science Museum Group

South Kensington

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

03/02/2025 ITT Clarification period closes10/02/2025 Closing date for receipt by the
Authority of Tenderer Responses to the ITT24/02/2025 Evaluation of ITT Responses
Completed