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Tender

## Graphic Designers HMS Collingwood

Ministry of Defence

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-054439

Procurement identifier (OCID): ocds-h6vhtk-059553 ([view related notices](#))

Published 5 September 2025, 5:21pm

### Scope

### Reference

715630464

### Description

2x Graphic Designers based at HMS Collingwood

### Total value (estimated)

- £850,000 excluding VAT
- £1,020,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 1 November 2025 to 31 August 2026
- Possible extension to 31 August 2028
- 2 years, 10 months

Description of possible extension:

two additional option periods of up to 12 months each.

## **Options**

The right to additional purchases while the contract is valid.

The Authority requires the above service committed until 31st August 2026 and two additional option periods of up to 12 months each at £300,000.00 ex VAT each year.

## **Main procurement category**

Services

## **CPV classifications**

- 79822500 - Graphic design services

## **Contract locations**

- UK - United Kingdom
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## **Participation**

### **Legal and financial capacity conditions of participation**

Full details are included in the Invitation to Tender document.

### **Technical ability conditions of participation**

Full details are included in the Invitation to Tender document.

### **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

17 September 2025, 10:00am

### **Tender submission deadline**

6 October 2025, 10:00am

### **Submission address and any special instructions**

Tenders must be submitted through the Defence Sourcing Portal at <https://contracts.mod.uk>

## **Tenders may be submitted electronically**

Yes

## **Languages that may be used for submission**

English

## **Award decision date (estimated)**

10 October 2025

## **Recurring procurement**

Publication date of next tender notice (estimated): 1 June 2028

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## **Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>
Financial	Full details of the Technical Evaluation criteria and scoring are included in the Invitation to Tender document.	Price

## **Weighting description**

The Tender evaluation will calculate the Most Advantageous Tender (MAT) to The Authority. Full details are included in the Invitation to Tender document.

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## **Other information**

### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

### **Justification for not publishing a preliminary market engagement notice**

In this instance, a preliminary market engagement notice was not published because the need for this requirement was only identified and developed within the last two months. Therefore, issuing an advance notice so close to the release of this Tender notice would not have been beneficial. Additionally, the contracting authority has sufficient knowledge of the market and potential suppliers based on previous similar requirements and market research

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## **Contracting authority**

**Ministry of Defence**

- Public Procurement Organisation Number: PHVX-4316-ZVGZ

Navy Commercial, NCHQ, Whale Island

Portsmouth

PO2 8BY

United Kingdom

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Website: <https://www.gov.uk/government/organisations/ministry-of-defence>

Region: UKJ31 - Portsmouth

Organisation type: Public authority - central government