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Tender

Medals and Insignia Framework

Cabinet Office

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

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Scope

Reference

RM6403

Description

PLEASE NOTE - there are 91 lots for this Framework. Due to technical difficulties the notice has been populated as 3 lots (Lots 1-46, Lots 47-90 and Lot 91). Some CPV codes do not apply to all Lots (eg. Pearls and Enamels and Glazing do not apply to all lots - details can be found in Attachment 6 Specification and Technical Specifications).

This procurement is being undertaken by Cabinet Office ('the Authority') on behalf of the Central Chancery of the Orders of Knighthood ('CCOK' 'Buyer') to establish a series of frameworks for the provision of medals and insignia, which form part of the UK state honours system.

CCOK administers UK state honours, this includes the organisation of investitures, acting

as the custodian of state insignia and overseeing the day to day administration of the Orders of Chivalry. The majority of honours are awarded on the advice of Cabinet Office, including MBEs, OBEs and CBEs. CCOK was established in 1904 by King Edward VII in response to changes to the administration of the honours system.

This framework opportunity includes 91 Lots.

The Authority intends to award a framework agreement to the highest scoring supplier, i.e. the most advantageous tenderer, for each of the lots 1 - 90, as preferred supplier ('PS'). The Buyer intends to enter into a call-off contract on a direct award basis, pursuant to the framework, for its requirements under that particular lot with the PS.

The Authority will also award a framework agreement to the second and third highest scoring suppliers as first tier contingency supplier ('FTCS') and reserve contingency supplier ('RCS') for each of the lots 1 - 90 who may be offered an opportunity to deliver under the framework in exceptional circumstances (please see the procurement documents for the exceptional circumstances).

Suppliers appointed to any of the lots 1 - 90 in PS, FTCS or RCS capacity will automatically be appointed to lot 91 and will have an opportunity to participate in further competitions pursuant to lot 91, as and when those lot 91 requirements arise. Note, there is no specification for lot 91 (please see the procurement documents for the lot 1 - 90 technical specifications).

There are no restrictions on the volume of lots that you may seek appointment to, although the Authority will award the lots in accordance with the Authority's lot allocation rules, where restrictions apply (please see the procurement documents for the lot allocation rules).

This is to ensure continuity of supply and to ensure that the potential barriers faced by small and medium enterprises ('SMEs') are reduced to ensure SMEs can access the procurement and the requirements.

The Authority is adopting a multi stage competitive flexible procedure ('CFP') process pursuant to section 20(2)(b) of the Procurement Act 2023 and is inviting suppliers to submit a request to participate response.

Please note the Authority and /or Buyer (as the case may be) reserves the right to obtain additional or repeat goods / services from an existing supplier similar to the goods / services procured in accordance with this procurement / tender notice pursuant to Paragraph 8 of Schedule 5 of the Procurement Act 2023

Suppliers wishing to access the procurement documents and submit a request to participate response must first register on the Jaggaer eSourcing Tool using the following

link <https://crowncommercialservice.bravosolution.co.uk>.

Commercial tool

Establishes a framework

Total value (estimated)

- £4,000,000 excluding VAT
- £4,800,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 2 March 2026 to 1 March 2029
- Possible extension to 1 March 2030
- 4 years

Description of possible extension:

The Authority reserves the right to extend the framework agreements for a period of 1 year, with the framework agreements expiring March 2030.

Main procurement category

Goods

CPV classifications

- 18512200 - Medals
- 18513100 - Pearls
- 18513300 - Articles of precious metal
- 39561133 - Insignia
- 44812100 - Enamels and glazes

Not the same for all lots

Options are shown in Lot sections, because they are not the same for all lots.

Lot 1-46 (was 1). Lots 1-46

Description

Due to technical difficulties we have grouped lots 1-46 together. Please see the Documents section of this Tender Notice for the individual lot descriptions, CPV codes, specialist skills required and estimated value per Lot (please note the value is indicative only.)

Please see the procurement documents for an overview of the anticipated annual volumes of medals and insignia for each of the lots 1 - 46.

Lot value (estimated)

- £1,750,000 excluding VAT
- £2,100,000 including VAT

Framework lot values may be shared with other lots

Options

The right to additional purchases while the contract is valid.

Please see the procurement documents for further information.

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 47-90 (was 2). Lots 47-90

Description

Due to technical difficulties we have grouped lots 47-90 together. Please see the Documents section of this Tender Notice for the individual lot descriptions, CPV codes, specialist skills required and estimated value per Lot (please note the value is indicative only.)

Please see the procurement documents for an overview of the anticipated annual volumes of medals and insignia for each of the lots 47- 90.

Lot value (estimated)

- £1,750,000 excluding VAT
- £2,100,000 including VAT

Framework lot values may be shared with other lots

Options

The right to additional purchases while the contract is valid.

Please see the procurement documents for further information.

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 91. Lot 91

Description

Lot 91 is for Ad hoc requirements. Please see procurement documents for more information.

Lot value (estimated)

- £500,000 excluding VAT
- £600,000 including VAT

Framework lot values may be shared with other lots

Options

The right to additional purchases while the contract is valid.

Please see procurement documents for more information.

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Framework

Maximum number of suppliers

Unlimited

Maximum percentage fee charged to suppliers

0%

Further information about fees

Not applicable

Justification for framework term over 4 years

Not applicable

Framework operation description

At Stage 1 Bidders will be asked to complete a Procurement Specific Questionnaire. Responses will be evaluated and all organisations which are successful at Stage 1 will be invited to submit a tender at Stage 2.

At Stage 2 tenders will be evaluated on their technical, social value and pricing proposals to identify a Preferred Supplier for each Lot. A First Tier Contingency Supplier and a Reserve Contingency Supplier shall also be identified for each Lot 1-90.

Organisations which progress to Stage 2 will be asked to provide a per unit price for each Lot for which they bid. To assist organisations with determining their prices, technical specifications are provided for each Lot and organisations which progress to Stage 2 will be invited to visit the Authority's premises to examine physical medals and insignia before submitting a tender.

A competitive procedure will be conducted for requirements under Lot 91 if any arise.

Award method when using the framework

Either with or without competition

Contracting authorities that may use the framework

Establishing party only

Participation

Legal and financial capacity conditions of participation

Lot 1-46 (was 1). Lots 1-46

Lot 47-90 (was 2). Lots 47-90

Lot 91. Lot 91

The legal and financial capacity conditions of participation, such as requirement to obtain a specified D&B Failure Score, have or arrange to have specified insurance policies and comply with data protection law, for lots 1 - 90 are set out in the procurement documents.

Technical ability conditions of participation

Lot 1-46 (was 1). Lots 1-46

Lot 47-90 (was 2). Lots 47-90

Lot 91. Lot 91

The technical ability conditions of participation, such as requirement to submit 1 contract example and respond to the Authority's modern slavery and cyber essential questions, for lots 1 - 90 are set out in the procurement documents.

Particular suitability

Lot 1-46 (was 1). Lots 1-46

Lot 47-90 (was 2). Lots 47-90

Lot 91. Lot 91

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

26 November 2025, 12:00pm

Submission type

Requests to participate

Deadline for requests to participate

9 December 2025, 12:00pm

Submission address and any special instructions

<https://crowncommercialservice.bravosolution.co.uk>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

17 February 2026

Recurring procurement

Publication date of next tender notice (estimated): 1 June 2029

Award criteria

Name	Description	Type	Weighting
Quality	<p>Questions within the Quality section will be broken down as follows: Resourcing (25%) Quality Assurance (30%) Lead Time and Delivery (25%) Complaints Handling and Business Continuity (20%) (This will be weighted to make 60% of the overall evaluation) There will be mandatory pass/fail questions for the following specialist skills: Engraving Hand Painting Enamelling These questions will only be assessed on the Lots that require the specialist skill. More information will be provided at Stage 2.</p>	Quality	60%
Price	<p>More information will be provided at Stage 2.</p>	Price	30%
Social Value	<p>Social Value Outcome 4: Sustainable Procurement Practices: reducing carbon footprints, minimising waste, and promoting the use of clean energy and green technologies has been selected and will form 10% of the award criteria. Further information will be provided at Stage 2 of the competition.</p>	Quality	10%

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

The procurement will be undertaken in two stages:

Stage 1 - Invitation to Participate (ITP)

Suppliers are invited to submit a request to participate response.

The Authority will use this ITP stage, which consists of the procurement specific questionnaire and conditions of participation, to shortlist suppliers, for each of the lots 1 - 90, who pass all of the pass / fail requirements, to take forward to the ITT stage of this competitive flexible procedure procurement process.

Stage 2 - Invitation to Tender (ITT)

Shortlisted suppliers from Stage 1 will be invited to attend a demonstration event, following such, those suppliers will be invited to submit a tender to allow the Authority to identify the PS, FTCS and RCS for each of the lots 1 - 90.

Suppliers appointed to any of the lots 1 - 90 in PS, FTCS or RCS capacity will automatically be appointed to lot 91 and will have an opportunity to participate in further competitions pursuant to lot 91, as and when those lot 91 requirements arise.

No negotiation stage will apply, although the Authority reserves the right to clarify responses.

Documents

Associated tender documents

<https://crowncommercialservice.bravosolution.co.uk>

You will need to create an account and search for the relevant Medals and Insignia event. Reference number RM6403.

[Medals and Insignia Lot Descriptions, Estimated Value, Specialist Skills required and CPV Codes.xlsx](#)

Contracting authority

Cabinet Office

- Public Procurement Organisation Number: PRVX-1591-PJVV

70 Whitehall

London

SW1A 2AS

United Kingdom

Email: commercial@cabinetoffice.gov.uk

Region: UKI32 - Westminster

Organisation type: Public authority - central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

Crown Commercial Service

Summary of their role in this procurement: Assistance with the procurement process

- Public Procurement Organisation Number: PBZB-4962-TVLR

The Capital, Old Hall Street

Liverpool

L3 9PP

United Kingdom

Email: procurementassuranceandgovernance@crownccommercial.gov.uk

Region: UKD72 - Liverpool

Contact organisation

Contact Crown Commercial Service for any enquiries.