

ARCHIVAL QUALITY ENVELOPES**CLOSING DATE FOR RESPONSES – 12 noon, FRIDAY 10TH FEBRUARY 2017****1. BACKGROUND**

The National Archives (TNA) is the official archive and publisher for the UK government, and for England and Wales, holding official records containing 1,000 years of history. Our role is to collect and secure the future of the government record, both digital and physical, to preserve it for generations to come, and to make it as accessible and available as possible. We are a non-ministerial department and our parent department is the Department for Culture, Media and Sport. More information on TNA can be found at www.nationalarchives.gov.uk.

2. THE REQUIREMENT

2.1. TNA has a requirement for the supply of envelopes which meet the following conformance specifications:

2.1.1. Material: Archival Paper 90 g/m²;

2.1.2. Colour: Natural white;

2.1.3. Dimensions: 220mm x 160mm;

2.1.4. Buffered according to DIN ISO 9706;

2.1.5. Non-adhesive flap on short side and grooving line.

2.2. The maximum budget available for this requirement is £13,000 (thirteen thousand pounds Sterling) inclusive of VAT and all other taxes and delivery.

2.3. Delivery to TNA (Kew, Richmond, Surrey, TW9 4DU) must be completed by 24th March 2017.

3. HOW TO RESPOND

3.1. Please respond to procurement@nationalarchives.gsi.gov.uk by **12 noon, FRIDAY 10TH FEBRUARY 2017**, providing:

3.1.1. **Confirmation** that you are able to meet the required specifications (Sections 2.1.1 to 2.1.5 inclusive).

- 3.1.2. The **quantity** which you are able to supply, within the maximum budget (Section 2.2).
- 3.1.3. **The latest date** by which an order must be placed in order to meet the required delivery date (Section 2.4).

4. EVALUATION CRITERIA

- 4.1. The contract will be awarded to the supplier who is able to provide the largest quantity of envelopes, within all the specification parameters.
- 4.2. TNA reserves the right not to proceed with this procurement at any time and for any reason, at its sole discretion.

5. CONTRACT TERMS

The Contract, and any subsequent Contract variations, will be governed by our [standard terms and conditions for goods](#).

Please note that the information you supply in your tender submission may be used, in whole or in part, to populate the Contract. As such, please make clear and unambiguous statements about the commitments you are making.