

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:419462-2015:TEXT:EN:HTML>

**United Kingdom-London: Medals  
2015/S 231-419462**

**Contract notice**

**Supplies**

Directive 2004/18/EC

**Section I: Contracting authority**

**I.1) Name, addresses and contact point(s)**

Cabinet Office

Aviation House, 125 Kingsway

Contact point(s): [supplier@crownccommercial.gov.uk](mailto:supplier@crownccommercial.gov.uk); [eenablement@crownccommercial.gov.uk](mailto:eenablement@crownccommercial.gov.uk)

WC2B 6NH London

UNITED KINGDOM

Telephone: +44 3450103503

E-mail: [supplier@crownccommercial.gov.uk](mailto:supplier@crownccommercial.gov.uk) , [eenablement@crownccommercial.gov.uk](mailto:eenablement@crownccommercial.gov.uk)

**Internet address(es):**

General address of the contracting authority: <http://www.gov.uk/ccs>

Address of the buyer profile: <https://gpsesourcing.cabinetoffice.gov.uk>

**Further information can be obtained from:** The above mentioned contact point(s)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:** The above mentioned contact point(s)

**Tenders or requests to participate must be sent to:** The above mentioned contact point(s)

**I.2) Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local sub-divisions

**I.3) Main activity**

Other: public procurement

**I.4) Contract award on behalf of other contracting authorities**

**Section II: Object of the contract**

**II.1) Description**

**II.1.1) Title attributed to the contract by the contracting authority:**

Medals and Insignia.

**II.1.2) Type of contract and location of works, place of delivery or of performance**

Supplies

Purchase

Main site or location of works, place of delivery or of performance: Primarily in the UK with some limited requirements overseas.

NUTS code UK

**II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves the establishment of a framework agreement

**II.1.4) Information on framework agreement**

Framework agreement with several operators  
maximum number of participants to the framework agreement envisaged: 231

**Duration of the framework agreement**

Duration in years: 3

**Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT: 1 350 000 GBP

II.1.5) **Short description of the contract or purchase(s)**

Crown Commercial Service acting as the Agent is putting in place a Framework Agreement for use by the Contracting Authority (Cabinet Office (including Central Chancery of the Orders of Knighthood)) for the supply of medals and insignia which are presented by, or on behalf of The Queen at various times, throughout the year.

II.1.6) **Common procurement vocabulary (CPV)**

18512200

II.1.7) **Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): yes

II.1.8) **Lots**

This contract is divided into lots: yes  
Tenders may be submitted for one or more lots

II.1.9) **Information about variants**

Variants will be accepted: no

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

Lots as per medal / insignia types as detailed in Lot 1 and as shown in Additional Information.  
This Procurement will establish a multi Supplier Framework Agreement for the Contracting Authority (Cabinet Office (including Central Chancery of the Orders of Knighthood)) for the supply of medals and insignia which are presented by, or on behalf of The Queen, at various times throughout the year.  
Estimated value excluding VAT: 1 350 000 GBP

II.2.2) **Information about options**

Options: no

II.2.3) **Information about renewals**

II.3) **Duration of the contract or time limit for completion**

Duration in months: 36 (from the award of the contract)

**Information about lots**

Lot No: 1

Lot title: List of medals

1) **Short description**

Lots as per medal / insignia types as detailed below. Further detailed specifications will be available within the tender documentation.

The Order of the Bath Military Division:

- 1 GCB Badge & Star (Gent) — Military
- 2 GCB Badge & Star (Lady) — Military
- 3 GCB Collar (Lady) — Military
- 4 DCB Badge & Star — Military
- 5 KCB Badge & Star — Military

- 6 CB Badge (Gent) — Military
- The Order of the Bath Civil Division>
- 7 GCB Collar with Badge Appendant (Gent) — Civilian
- 8 GCB Collar with Badge Appendant (Lady) — Civilian
- 9 GCB Badge & Star (Gent) — Civilian
- 10 GCB Badge & Star (Lady) — Civilian
- 11 DCB Badge & Star — Civilian
- 12 KCB Badge & Star — Civilian
- 13 CB Badge (Lady) — Civilian
- 14 CB Badge (Gent) — Civilian
- The Order of St Michael & St George
- 15 GCMG Collar (Lady)
- 16 GCMG Collar (Gent)
- 17 GCMG Badge & Star (Lady)
- 18 GCMG Badge & Star (Gent)
- 19 DCMG Badge & Star
- 20 KCMG Badge & Star
- 21 CMG Badge (Lady)
- 22 CMG Badge (Gent)
- The Royal Victorian Order
- 23 GCVO Badge & Star (Lady)
- 24 GCVO Badge & Star (Gent)
- 25 DCVO Badge & Star
- 26 KCVO Badge & Star
- 27 CVO Badge (Lady)
- 28 CVO Badge (Gent)
- 29 LVO Badge (Lady)
- 30 LVO Badge (Gent)
- 31 MVO Badge (Lady)
- 32 MVO Badge (Gent)
- 33 RVM Gold (Lady)
- 34 RVM Gold (Gent)
- 35 RVM Silver (Lady)
- 36 RVM Silver (Gent)
- 37 Honorary RVM Gold (Lady)
- 38 Honorary RVM Gold (Gent)
- 39 Honorary RVM Silver (Lady)
- 40 Honorary RVM Silver (Gent)
- 41 Bar to the Royal Victorian Medal
- The Order of the British Empire Military Division
- 42 GBE Badge & Star (Gent) — Military
- 43 GBE Badge & Star (Lady) — Military
- 44 DBE Badge & Star — Military
- 45 KBE Badge & Star — Military
- 46 CBE Badge (Lady) — Military

47 CBE Badge (Gent) — Military  
48 OBE Badge (Gent) — Military  
49 MBE Badge (Gent) — Military  
50 BEM Badge — Military

The Order of the British Empire Civil Division:

51 GBE Badge & Star (Gent) — Civilian  
52 GBE Badge & Star (Lady) — Civilian  
53 DBE Badge & Star — Civilian  
54 KBE Badge & Star — Civilian  
55 CBE Badge (Lady) — Civilian  
56 CBE Badge (Gent) — Civilian  
57 OBE Badge (Lady) — Civilian  
58 OBE Badge (Gent) — Civilian  
59 MBE Badge (Lady) — Civilian  
60 MBE Badge (Gent) — Civilian  
61 BEM Badge (Lady) — Civilian  
62 BEM Badge (Gent) — Civilian

The Order of the Companions of Honour:

63 CH Badge (Lady)  
64 CH Badge (Gent)

Knights Bachelor:

65 Knight Bachelor's Badge

The Distinguished Service Order:

66 DSO Badge

Queen's Gallantry Medals:

67 Queen's Gallantry Medal (Lady)  
68 Queen's Gallantry Medal (Gent)  
69 Bar to Queen's Gallantry Medal

70 George Cross (Lady)

71 George Cross (Gent)

72 George Medal (Lady)

73 George Medal (Gent)

Imperial Service Order:

74 Imperial Service Medal

Queen's Medals:

75 Queen's Fire Service Medal

76 Queen's Police Service Medal

77 Queen's Ambulance Service Medal

78 Ad Hoc Medals and Insignia.

2) **Common procurement vocabulary (CPV)**

18512200

3) **Quantity or scope**

Lots as per medal / insignia types as detailed in Lot 1 and as shown in Additional Information.

This Procurement will establish a multi Supplier Framework Agreement for the Contracting Authority (Cabinet Office (including Central Chancery of the Orders of Knighthood)) for the supply of medals and insignia which are presented by, or on behalf of The Queen, at various times throughout the year.

4) **Indication about different date for duration of contract or starting/completion**

5) **Additional information about lots**

**Section III: Legal, economic, financial and technical information**

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

Participants will be advised if this is necessary during the procurement. Parent company and/or other guarantees of performance and financial liability may be required by the Agent if considered appropriate.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

No special legal form is required but if a contract is awarded to a consortium, the Contracting Authority may require the consortium to form a legal entity before entering into the Framework Agreement.

III.1.4) **Other particular conditions**

III.2) **Conditions for participation**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if the requirements are met: Candidates will be assessed in accordance with the Public Contract Regulations 2015 on the basis of information provided in response to an Invitation to Tender ('ITT').

Potential Providers will be assessed in accordance with —Section 5 of the Regulations implementing the Directive on the basis of information provided in response to an ITT.

This procurement will be managed electronically via the Agent's e-Sourcing Suite. To participate in this procurement, participants must first be registered on the e-Sourcing Suite.

If you have not yet registered on the eSourcing Suite, this can be done online at <https://gpsesourcing.cabinetoffice.gov.uk> by following the link 'Register for CCS eSourcing'. Please note that, to register, you must have a valid DUNS number (as provided by Dun and Bradstreet) for the organisation which you are registering, who will be entering into a contract if invited to do so. Full instructions for registration and use of the system can be found at:

<https://www.gov.uk/government/publications/become-a-crown-commercial-service-supplier/becoming-a-supplier-through-the-crown-commercial-service-what-you-need-to-know>

Once you have registered on the eSourcing Suite, a registered user can express an interest for a specific procurement. This is done by emailing [expressionofinterest@crowcommercial.gov.uk](mailto:expressionofinterest@crowcommercial.gov.uk)

Your email must clearly state: the name and reference for the procurement you wish to register for; the name of the registered supplier; and the name and contact details for the registered individual sending the email. The Agent will process the email and then enable the supplier to access the procurement online via the e-Sourcing Suite. The registered user will receive a notification email to alert them once this has been done.

As a user of the e-Sourcing Suite you will have access to Emptoris email messaging service which facilitates all messages sent to you and from you in relation to any specific RFX event. Please note it is your responsibility to access these emails on a regular basis to ensure you have sight of all relevant information.

For technical assistance on use of the e-Sourcing Suite please contact the Agent's Support Desk email: [enablement@crowcommercial.gov.uk](mailto:enablement@crowcommercial.gov.uk)

Responses must be published by the date in IV.3.4.

**III.2.2) Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: Potential Providers will be assessed in accordance with —Section 5 of the Regulations implementing the Directive on the basis of information provided in response to an Invitation to Tender ('ITT').

The ITT can be accessed at: <https://gpsesourcing.cabinetoffice.gov.uk> using the instructions detailed in III.2.1  
The Agent acting on behalf of the Contracting Authority may take into account any of the following information:

- (a) appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance;
- (b) the presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established;
- (c) a statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last three financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.

**III.2.3) Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

Potential Providers will be assessed in accordance with —Section 5 of the Regulations implementing the Directive on the basis of information provided in response to an Invitation to Tender ('ITT').

The ITT can be accessed at: <https://gpsesourcing.cabinetoffice.gov.uk> using the instructions detailed in III.2.1  
The Agent acting on behalf of the Contracting Authority may have regard to any of the following means in its assessment:

- (a) a list of the principal deliveries effected or the main services provided in the past three years, with the sums, dates and recipients, whether public or private, involved. Evidence of delivery and services provided shall be given: — where the recipient was a contracting authority, in the form of certificates issued or countersigned by the competent authority, — where the recipient was a private purchaser, by the purchaser's certification or, failing this, simply by a declaration by the economic operator;
- (b) an indication of the technicians or technical bodies involved, whether or not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work;
- (c) a description of the technical facilities and measures used by the Potential Provider for ensuring quality and the undertaking's study and research facilities;
- (d) where the products or services to be supplied are complex or, exceptionally, are required for a special purpose, a check carried out by the contracting authorities or on their behalf by a competent official body of the country in which the Potential Provider is established, subject to that body's agreement, on the production capacities of the Potential Provider or the technical capacity of the potential Provider and, if necessary, on the means of study and research which are available to it and the quality control measures it will operate;
- (e) the educational and professional qualifications of the Potential Provider or contractor and/or those of the undertaking's managerial staff and, in particular, those of the person or persons responsible for providing the goods or services or managing the work;
- (f) a statement of the average annual manpower of the Potential Provider or contractor and the number of managerial staff for the last 3 years;
- (g) a statement of the tools, plant or technical equipment available to the Potential Provider or contractor for carrying out the contract;

(h) an indication of the proportion of the contract which the Potential Provider intends possibly to subcontract;  
(i) with regard to the products to be supplied: (i) samples, descriptions and/or photographs, the authenticity of which must be certified if the contracting authority so requests; (ii) certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to specifications or standards.

**III.2.4) Information about reserved contracts**

**III.3) Conditions specific to services contracts**

**III.3.1) Information about a particular profession**

**III.3.2) Staff responsible for the execution of the service**

**Section IV: Procedure**

**IV.1) Type of procedure**

**IV.1.1) Type of procedure**

Open

**IV.1.2) Limitations on the number of operators who will be invited to tender or to participate**

**IV.1.3) Reduction of the number of operators during the negotiation or dialogue**

**IV.2) Award criteria**

**IV.2.1) Award criteria**

The most economically advantageous tender in terms of the criteria stated below

1. Quality. Weighting 50

2. Price. Weighting 50

**IV.2.2) Information about electronic auction**

An electronic auction will be used: no

**IV.3) Administrative information**

**IV.3.1) File reference number attributed by the contracting authority:**

RM3771

**IV.3.2) Previous publication(s) concerning the same contract**

no

**IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

**IV.3.4) Time limit for receipt of tenders or requests to participate**

6.1.2016 - 14:59

**IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates**

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up**

English.

**IV.3.7) Minimum time frame during which the tenderer must maintain the tender**

in days: 120 (from the date stated for receipt of tender)

**IV.3.8) Conditions for opening of tenders**

Date: 6.1.2016 - 15:00

Place:

Web-based portal

**Section VI: Complementary information**

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about European Union funds**

The contract is related to a project and/or programme financed by European Union funds: no

VI.3) **Additional information**

Potential Providers should note that, in accordance with the UK Government's policies on transparency, the Agent intends to publish the Invitation to Tender (ITT) document and the text of any Framework Agreement awarded, subject to possible redactions at the discretion of the Agent. Further information on transparency can be found at:

<https://www.gov.uk/government/publications/procurement-and-contracting-transparency-requirements-guidance>

The Agent acting on behalf of the Contracting Authority expressly reserves the right (i) not to award any contract as a result of the procurement process commenced by publication of this notice; and (ii) to make whatever changes it may see fit to the content and structure of the tendering competition; and in no circumstances will the Contracting Authority be liable for any costs incurred by the candidates. If the Contracting Authority decides to enter into a Framework Agreement with the successful suppliers, this does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of potential suppliers. Any orders placed under this Framework Agreement will form a separate contract under the scope of this Framework between the supplier and the specific requesting other contracting body. The Contracting Authority utilising the Framework Agreement reserves the right to use any electronic portal during the life of the agreement.

Duration referenced in Section II.1.4 is for the placing of orders.

Duration of the agreement will be for an initial 3 years with an option to extend by 12 months.

The value provided in Section II.1.4 is only an estimate. We cannot guarantee to suppliers any business throughout the duration of this Framework Agreement.

Cyber Essentials is mandatory for Central Government Contracts which involve handling personal information and providing certain ICT products and services.

The government is taking steps to further reduce the levels of cyber security risk in its supply chain through the Cyber Essentials scheme. The scheme defines a set of controls which, when properly implemented, will provide organisations with basic protection from the most prevalent forms of threat coming from the internet. There are 2 levels of certification: Cyber Essentials and Cyber Essentials Plus.

To participate in this Procurement, Potential Providers must be able to demonstrate that you comply with the technical requirements prescribed by Cyber Essentials (level one) under and in connection with this Procurement by the time the first call-off contract is awarded.

Further details of Cyber Essentials may be found here <https://www.cyberstreetwise.com/cyberessentials/>

Further detail of the mandatory requirements may be found in PPN 09/14.

Lots as per medal / insignia type as detailed below. Further detailed specification will be available within the tender documentation.

The Order of the Bath Military Division:

- 1 GCB Badge & Star (Gent) — Military
- 2 GCB Badge & Star (Lady) — Military
- 3 GCB Collar (Lady) — Military
- 4 DCB Badge & Star — Military
- 5 KCB Badge & Star — Military
- 6 CB Badge (Gent) — Military

The Order of the Bath Civil Division:

- 7 GCB Collar with Badge Appendant (Gent) — Civilian
- 8 GCB Collar with Badge Appendant (Lady) — Civilian
- 9 GCB Badge & Star (Gent) — Civilian
- 10 GCB Badge & Star (Lady) — Civilian
- 11 DCB Badge & Star — Civilian
- 12 KCB Badge & Star — Civilian
- 13 CB Badge (Lady) — Civilian
- 14 CB Badge (Gent) — Civilian

The Order of St Michael & St George:

- 15 GCMG Collar (Lady)
- 16 GCMG Collar (Gent)
- 17 GCMG Badge & Star (Lady)
- 18 GCMG Badge & Star (Gent)
- 19 DCMG Badge & Star
- 20 KCMG Badge & Star
- 21 CMG Badge (Lady)
- 22 CMG Badge (Gent)

The Royal Victorian Order:

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- 32 MVO Badge (Gent)
- 33 RVM Gold (Lady)
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- 36 RVM Silver (Gent)
- 37 Honorary RVM Gold (Lady)
- 38 Honorary RVM Gold (Gent)
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- 41 Bar to the Royal Victorian Medal

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- 44 DBE Badge & Star — Military
- 45 KBE Badge & Star — Military
- 46 CBE Badge (Lady) — Military
- 47 CBE Badge (Gent) — Military

- 48 OBE Badge (Gent) — Military
- 49 MBE Badge (Gent) — Military
- 50 BEM Badge — Military
- The Order of the British Empire Civil Division:
- 51 GBE Badge & Star (Gent) — Civilian
- 52 GBE Badge & Star (Lady) — Civilian
- 53 DBE Badge & Star — Civilian
- 54 KBE Badge & Star — Civilian
- 55 CBE Badge (Lady) — Civilian
- 56 CBE Badge (Gent) — Civilian
- 57 OBE Badge (Lady) — Civilian
- 58 OBE Badge (Gent) — Civilian
- 59 MBE Badge (Lady) — Civilian
- 60 MBE Badge (Gent) — Civilian
- 61 BEM Badge (Lady) — Civilian
- 62 BEM Badge (Gent) — Civilian
- The Order of the Companions of Honour:
- 63 CH Badge (Lady)
- 64 CH Badge (Gent)
- Knights Bachelor:
- 65 Knight Bachelor's Badge
- The Distinguished Service Order:
- 66 DSO Badge
- Queen's Gallantry Medals:
- 67 Queen's Gallantry Medal (Lady)
- 68 Queen's Gallantry Medal (Gent)
- 69 Bar to Queen's Gallantry Medal
- 70 George Cross (Lady)
- 71 George Cross (Gent)
- 72 George Medal (Lady)
- 73 George Medal (Gent)
- Imperial Service Order:
- 74 Imperial Service Medal
- Queen's Medals:
- 75 Queen's Fire Service Medal
- 76 Queen's Police Service Medal
- 77 Queen's Ambulance Service Medal
- 78 Ad Hoc Medals and Insignia.

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures**

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: There is no right of appeal in this procurement. If you have a complaint or seek to challenge the outcome, please follow the guidance on procedure contained in the Invitation to Tender Documentation.

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

VI.5) **Date of dispatch of this notice:**  
26.11.2015