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**Zebra label printerS - ZT230**

**CLOSING DATE FOR RESPONSES – 5 PM, THURSDAY 17th january 2019**

1. **OBJECTIVE**

The National Archives (TNA) has a requirement for Zebra label ZT230 printers.

1. **BACKGROUND**

TNA is the official archive and publisher for the UK government, and for England and Wales. Its 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. It is based in Kew, Richmond. More information on TNA can be found at: [www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk)

1. **THE REQUIREMENT**

**Twenty-six** Zebra label printers as per below specification delivered in one total quantity to The National Archives, Kew, Richmond, TW9 4DU by **Monday 11th February 2019.**

Product name: Zebra label printer ZT230 - 8 dot/mm (203 dpi), Thermal Transfer, 10/100

Manufacturer code: ZT23042-T0E200FZ

SKU: AB00620047

Description: TT PRINTER ZT230; 203 DPI, EURO AND UK CORD, SERIAL, USB, INT 10/100

1. **HOW TO RESPOND**
   1. If you have any clarification questions related to this requirement, please submit these to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **5 pm (UK time) on Tuesday 8th January 2019.**
   2. Please submit your response to this requirement to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **5 pm (UK time) on Thursday 17th January 2019.**
   3. Your response should comprise the total price for the requirement specified in Section 3 of this document, inclusive of tracked delivery to The National Archives, Kew, Richmond, TW9 4DU.
   4. Your repose should also include for information only, a rate card for professional services which TNA may request during the configuration period and/or life of the product.
2. **EVALUATION CRITERIA**

TNA will award the contract to the lowest priced compliant bid.

1. **PROCUREMENT TIMETABLE**

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| **Ref.** | **Description** | **Date(s)** |
| 1 | Deadline for Potential Suppliers to submit clarification questions to  [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) | 5pm, Tuesday, 8th January 2019 |
| 2 | Deadline for TNA to respond to clarification questions \* | Monday, 14th January 2019 |
| 3 | Deadline for potential suppliers to submit tender responses to  [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gsi.gov.uk) | **5pm, Thursday 17th January 2019** |
| 4 | Deadline for TNA to evaluate tender responses and award contract | Monday, 21st January 2019 |
| 5 | Deadline delivery date for all printers | Monday 11th February 2019 |

**\****Any clarification question that TNA deems to be relevant to more than one Potential Supplier will be shared with all Potential Suppliers via the Contracts Finder website.*

1. **CONTRACT TERMS**

The contract shall be governed by the short form conditions for goods published [here](https://www.gov.uk/government/publications/short-form-terms-and-conditions).

Time is of the essence and all printers must be delivered by Monday 11th February 2019.

Please note that the information you supply in your Tender Response 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.

The National Archives reserves the right not to appoint for this requirement and to achieve the outcomes of the project through other methods.