

# BRITISH ANTARCTIC TERRITORY



## Philatelic Contract – Notice of Re-tender

### Summary

1. This is a notice that the contract for the production of British Antarctic Territory stamps is now under tender, and bids are being accepted from philatelic agencies who wish to produce the Territory's stamps from 2014. The current contract is due to mature on 23 March 2014 and it is intended that the new contract shall commence the following day.

- **Deadline for receipt of bids – 29 November 2013**
- **Start of contract period – 24 March 2014**
- **End of contract period – negotiable, but rolling contract preferred**

### Background

2. The British Antarctic Territory (BAT) is the largest of the United Kingdom's Overseas Territories. It comprises the sector south of latitude 60°S and bounded by longitudes 20°W and 80°W. It covers over 1.7m square kilometres and has no indigenous population.

3. The United Kingdom has the oldest legal claim to Antarctica, with Letters Patent issued in 1908. The British Antarctic Territory was formally established in 1962, prior to that being part of the Falkland Island Dependencies. Since 1989 the Territory has been administered by the Polar Regions Department, based in the Foreign and Commonwealth Office, London.

4. The Territory has responsibility for philatelic production which is independent from the mainland United Kingdom postal service. It issues a full complement of stamps (Definitives, annual sets, special editions and First Day Covers) and operates four Post Offices within the Territory during the summer season. Three of the Post Offices are run by the British Antarctic Survey and one by the UK Antarctic Heritage Trust. The Territory employs a Postal Clerk on a seasonal basis to issue the stamps within the Territory.

5. The efficient and effective operation of an independent philatelic service is of vital importance to BAT, to show good governance and active British sovereignty, to provide a service to over 35,000 visitors to Antarctica, and for the subsequent revenue from sales. Philatelic receipts account for more than half the Territory's annual revenue, funds which are re-invested in the Territory to support environmental, science and heritage projects.

## Vision for the Territory's philatelic services from 2014

6. We are proud of the tradition and success of stamp production in the Territory. Building on that success, the Government of the British Antarctic Territory now wants to make a step-change in its stamp production. Specifically to maximise the uniqueness and desirability of Antarctic stamps; to drive value for money within the production process; and to actively seek out, promote and develop new markets and opportunities.

7. As part of this new vision for stamps within the Territory, within the next twelve to eighteen months the Government would like to work with interested parties and the successful bidder to create a national 'design a stamp competition'.

8. The Government is interested in receiving bids from philatelic agencies who share this vision, are ambitious for what we can achieve together and who are able to demonstrate that they can respond to the challenges and opportunities in this unique region of the world.

### Tender requirements

9. The Government is inviting philatelic agencies to enter into a contract to provide the Territory's stamp design, production and promotion services on the basis of a rolling contract.

10. Philatelic agencies submitting a tender should be able to demonstrate in their documentation how, through the services they are offering, they will:

- increase stamp sales;
- increase the attractiveness and desirability of BAT stamps through a focus on quality and innovative designs;
- manage effectively and efficiently the complete end-to-end design/development/production/distribution/sales processes;
- focus on value for money within the production and selling processes – specifically options to reduce design and production costs, and increase profitability to BAT;
- provide a detailed breakdown of production costs, including the detail of individual charges associated with stamp production; and specifically a detailed breakdown of near-final costs once initial design approval has been given by the Government, but before printing approval is given;
- provide flexibility for design amendments to be made (before printing approval) without incurring additional handling charges;
- seek out and develop new markets, whilst maintaining loyalty amongst the existing market, particularly collectors and visitors to Port Lockroy during the Antarctic season;
- work together with BAT in leading promotional activity;

11. Philatelic agencies will also need to demonstrate in the documentation their ability to:

- be completely accountable to the issuing authority, whilst taking strong and proactive leadership with designers, printers and sales agents;
- work successfully with a wide range of interested parties, including Postal Clerks, Post Offices, third-party sellers etc, media outlets, Government/Territory administration, Antarctic heritage and environmental experts;
- provide regular, clear and comprehensible information on stamp sales, costs etc to the Government of BAT;
- work with interested parties to provide strong and successful philatelic agency input to a future national 'design a stamp' competition for the BAT;

12. Under the terms of the contract the successful bidder would also be expected to meet regularly with the representatives of the Government of the British Antarctic Territory to provide updates and design concepts as part of stakeholder meetings. In particular:

- the BAT Stakeholder meeting (Late March / Early April)
- BAT Stamp Committee meeting (same day as above)
- Stamp release final discussions (as needed)
- 'End of season' review and de-brief meeting (October/November)

#### Submission and timing details

**13. Completed bids must be submitted by 1700 (UK time) 29 November 2013.**

14. In addition to responding to the tender requirements listed in the section above, bidders should complete and return the specific details on page four of this specification document.

15. The successful and unsuccessful tender parties will be informed by 13 December 2013.

16. Completed bids should be returned to the Government of the British Antarctic Territory c/o Polar Regions Department: [polarregions@fco.gov.uk](mailto:polarregions@fco.gov.uk) and copied to [Victoria.Taylor@fco.gov.uk](mailto:Victoria.Taylor@fco.gov.uk)

17. If you have any questions prior to submitting your bid please send an e-mail to the same address. Alternatively please telephone Victoria Taylor or Henry Burgess on **020 7008 1639 or 2616**

**Henry Burgess**

**Administrator, British Antarctic Territory**

**17 October 2013**

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## Philatelic Services Application Form

*Please ensure you complete all the necessary information, in addition to responding to the requirements in paragraphs 9-12 of the specification document.*

**Name of company**

**Brief description of the services you will provide to the British Antarctic Territory**

**Name of security printer(s) used**

**Artists / art companies used for design work**

### **Costs**

*Cost of stamp paper:*

*Type of stamp paper used:*

*Printing cost rates per hour / minutes:*

*Artwork cost rates per hour / minutes:*

*Fixed fee for producing definitive issue:*

*Fixed fee for producing commemorative issue:*

*Fixed fee for re-issuing definitive issue:*

**Additional comments**

Please complete and return to [polarregions@fco.gov.uk](mailto:polarregions@fco.gov.uk), copied to [Victoria.Taylor@fco.gov.uk](mailto:Victoria.Taylor@fco.gov.uk)