

UK-Caerphilly: Stationery
OJ S 61/2013 27/03/2013
Contract notice
Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Welsh Ministers
Postal address: Welsh Government, Value Wales, Bedwas Road, Bedwas
Town: Caerphilly
Postal code: CF83 8WT
Country: United Kingdom
Contact person: Please use the messaging portal on etenderwales (<https://etenderwales.bravosolution.co.uk>) for queries regarding the requirements of the Agreement. If you are seeking support in using etenderwales please email the bravosolution helpdesk at help@bravosolution.co.uk.
For the attention of: see VI.3
E-mail: seeVI.3

Internet address(es):

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

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

General public services
Public order and safety
Environment
Economic and financial affairs
Health
Housing and community amenities
Social protection
Recreation, culture and religion
Education

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

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

Stationery and Paper Framework Agreement.

II.1.2. Type of contract and place of performance or delivery

Supplies

Purchase

Main site or place of performance: Various across Wales.

NUTS code UKL Wales

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with several operators

Number Envisaged maximum number of participants to the framework agreement: Lot 1 one supplier and Lot 2 maximum of four suppliers

Duration of the framework agreement

Duration in years: 2 + 1+ 1

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

This procurement exercise is being conducted by Value Wales, which is a division of the Welsh Government. As a consequence of the Government of Wales Act 2006, the contracting party will be the Welsh Ministers. Any agreement that is established as a result of this procurement exercise will be managed by Value Wales. Further information on Value Wales can be accessed at the link below: - <http://wales.gov.uk/topics/improvingservices/betterfm/?lang=en>

Value Wales on behalf of the Welsh public sector wishes to establish a Collaborative Framework Agreement for the supply of the following product lots:

— Lot 1 Stationery and Copier Paper.

— Lot 2 Office Copier, Digital and Offset Paper.

Details of items that are covered by the lots can be found in the Invitation to Tender (ITT) / commercial envelope contained in the electronic tender.

All tender documentation can be found at <https://etenderwales.bravosolution.co.uk>

The etender references for this framework are: Project_22283 and ITT's Lot 1 = 37640 and Lot 2= 38069.

Community Benefits apply to this contract, Further details: At return of tender as part of the tender response, potential bidders are asked to submit a Method Statement in the form of a Community Benefits Plan setting out how they will deliver 'community benefits' through the life of the Agreement. The Community Benefits Method Statement will not be evaluated or scored as part of the tender process. However, the successful supplier(s) will be expected to deliver and report on the subsequent delivery of Community Benefits detailed in their Method Statement. Suppliers successfully delivering community benefits will be encouraged to develop case studies and share best practice in support of those new to the process.

II.1.6. CPV code(s)

30192700 Stationery, 30197643 Photocopier paper, 30199000 Paper stationery and other items, 30100000 Office machinery, equipment and supplies except computers, printers and furniture, 30192000 Office supplies, 30199230 Envelopes, 30197600 Processed paper and paperboard

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

The procurement is covered by the Government Procurement Agreement: 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. Scope of the procurement

II.2.1. Total quantity or scope

Full details are provided in the e tender documentation found at <https://etenderwales.bravosolution.co.uk>

The etender references for this framework are: Project_22283 and ITT's Lot 1 = 37640 and Lot 2= 38069.

II.2.2. Information about options

II.2.3. Information about renewals

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

Duration in months: 24 +12+12 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

The awarding authority reserves the right to request parent company and/or other guarantees of performance and financial liability.

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

Payment terms will be indicated in the contract documents. Tenders to be priced in Sterling. Payment to be made in Sterling only.

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 required but joint and several liability to be assumed by all group bidders before acceptance.

III.1.4. Contract performance conditions

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: Details to be provided will be listed in the invitation to tender documents and etender.

III.2.2. Economic and financial ability

List and brief description of conditions: Details to be provided will be listed in the invitation to tender documents and etender.

III.2.3. Technical and professional ability

List and brief description of conditions:

Details to be provided will be listed in the invitation to tender documents and etender.

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. Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: yes

Additional information about electronic auction: Lot 1. Stationery and Copier Paper.

Tenderers should be aware that we intend to hold an On-Line electronic auction unless it is deemed by the evaluation panel to not represent the opportunity to deliver additional value for money.

Lot 2. Office Copier, Digital and Offset Paper.

Tenderers should be aware that an On Line Electronic Auction will not be used at tender stage Prior to award of the Agreement.

However, organisations may choose to use On-Line Electronic Auction's at the Mini competition stage for this Lot, either on a collaborative and/or non-collaborative basis, post award of the Agreement. Further details relating to Mini Competitions can be found in the Framework Agreement (Section 2) Schedule 3 Customer Ordering Procedure.

Welsh public sector organisations reserve the right not to enter into an Electronic Auction exercise if considered inappropriate.

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

C60/2011/2012.

IV.3.2. Previous publication concerning this procedure

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

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

7.5.2013 - 14:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

Other: or English and Welsh

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

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

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

If you require documentation in an alternative format, please use the 'Messages' area to contact the buyer directly, who will be able to provide a more suitable format. For example, Braille, large print, Word document or audio format.

The Agreement will be available to the Organisations listed on the link below should they decide they wish to use the Agreement in the future.

<https://www.buy4wales.co.uk/UsefulResources/contractsframeworks/organisationlist/poaplist.html?cat=14318>

Suppliers should be aware that the agreement is available to all of the Higher Education institutions in Wales, however, Suppliers are advised that institutions are currently committed to using HE sector specific agreements which will remain in place until August 2014 (with a possible extension to August 2015). Consideration will be given to all available arrangements thereafter, e.g. Value Wales, new HE Sector Agreement, to determine which option demonstrates best value. Based on 2011/12 data, the HE Sector total annual expenditure for stationery and office products is approx. GBP 750 k.

Sell2Wales Reference Number: 34452.

E-tender information:

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

- The first person from your Organisation to use the Platform will be required to register on behalf of the Organisation.
- Registration involves accepting a User Agreement, and providing basic information about your Organisation and about the User performing the Registration.
- The User who performs the Registration becomes the Super User for the Organisation.
- On registering on the Platform the Super User will select a Username and will receive a password.
- The Password will be sent by e-mail to the email address that was specified in the User Details section of the Registration page.
- In order to log-in to the Platform please enter your Username and Password.
- Note: If you forget your Password then visit the homepage and click "Forgot your password?"
- Registration should only be performed once for each Organisation.
- If you think that someone in your Organisation may have already registered on this Platform then you must not register again.

- Please contact the person who Registered (i.e. the Super User) in order to arrange access to the Platform.
- Contact the Helpdesk immediately if you are unable to contact the Super User (for example if they have left your Organisation).
- Note: If your Organisation is already registered on the Platform then you must not make any additional registration. Please contact the Helpdesk to gain access to the Platform.
- Tenders must be uploaded to the BravoSolution portal by 14.00 on 07/05/2013. Clarification requests should be sent through the etenderwales portal by 17:00 on 26th April 2013.

How to find the ITT:

- Once logged in you must click on 'ITT's Open to all Suppliers'.
- The etender references for this framework are: Project_22283 and ITT's Lot 1 = 37640 and Lot 2 38069.
- Click on the title to access summary details of the framework. If you are still interested in submitting a tender, click the 'Express an Interest button'. This will move the ITT from the 'Open to all Suppliers' area to the 'My ITT's' on the home page.
- You will then see the full details of the ITT in the qualification and technical envelopes along with any relevant documents in the 'Attachments' area.
- Should you have any questions on the ITT, please use the 'Messages' area to contact the buyer directly.

Sell2Wales Reference Number: 34452.

Buy4Wales Reference Number: 34452.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

25.3.2013