

United Kingdom-Newcastle upon Tyne: Office and computing machinery, equipment and supplies except furniture and software packages

OJ S 189/2015 30/09/2015

Contract notice

Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: North East Procurement Organisation

Postal address: The Guildhall, Quayside

Town: Newcastle upon Tyne

Postal code: NE1 3AF

Country: United Kingdom

For the attention of: Mr Adam Smith

E-mail: adam.smith@nepo.org

Telephone: +44 1912613916

Internet address(es):General address of the contracting authority: <http://www.qtegov.com>Address of the buyer profile: <http://www.qtegov.com>Electronic access to information: <http://www.qtegov.com>Electronic submission of tenders and requests to participate: <http://www.qtegov.com>**Additional information can be obtained from:**

Official name: North East Procurement Organisation

Postal address: The Guildhall, Quayside

Town: Newcastle upon Tyne

Postal code: NE1 3AF

Country: United Kingdom

For the attention of: Mr Adam Smith

E-mail: adam.smith@nepo.org

Telephone: +44 1912613916

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

Official name: North East Procurement Organisation

Postal address: The Guildhall, Quayside

Town: Newcastle upon Tyne

Postal code: NE1 3AF

Country: United Kingdom

For the attention of: Mr Adam Smith

E-mail: adam.smith@nepo.org

Telephone: +44 1912613916

Tenders or requests to participate must be submitted: Official name: North East Procurement Organisation

Postal address: The Guildhall, Quayside

Town: Newcastle upon Tyne

Postal code: NE1 3AF

Country: United Kingdom

For the attention of: Mr Adam Smith

E-mail: adam.smith@nepo.org

Telephone: +44 1912613916

I.2. Type of the contracting authority

Regional or local authority

I.3. Main activity

General public services

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

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: Durham County Council

Postal address: County Hall

Town: Durham

Postal code: DH1 5UL

Country: United Kingdom

Official name: Gateshead Metropolitan Borough Council

Postal address: Civic Centre, Regent Terrace

Town: Gateshead

Postal code: NE8 1HH

Country: United Kingdom

Official name: Newcastle City Council

Postal address: Civic Centre, Barras Bridge

Town: Newcastle upon Tyne

Postal code: NE1 7RS

Country: United Kingdom

Official name: North Tyneside Council

Postal address: Quadrant, The Silverlink North, Cobalt Business Park

Town: Newcastle upon Tyne

Postal code: NE27 0BY

Country: United Kingdom

Official name: Northumberland County Council

Postal address: County Hall

Town: Morpeth

Postal code: NE61 2EF

Country: United Kingdom

Official name: Redcar & Cleveland Borough Council

Postal address: Kirkleatham Street

Town: Redcar

Postal code: TS10 1RT

Country: United Kingdom

Official name: South Tyneside Council

Postal address: Town Hall and Civic Offices, Westoe Road

Town: South Shields

Postal code: NE33 2RL

Country: United Kingdom

Official name: Sunderland City Council

Postal address: Civic Centre, Burdon Road

Town: Sunderland
Postal code: SR2 7DN
Country: United Kingdom
Official name: Northumbria Police
Postal address: Newcastle City Centre Police Station, Forth Banks
Town: Newcastle upon Tyne
Postal code: NE1 3PH
Country: United Kingdom
Official name: South Tyneside Homes
Postal address: Strathmore House, Rolling Mill Road
Town: Jarrow
Postal code: NE32 3DP
Country: United Kingdom
Official name: Tyne and Wear Fire and Rescue Service
Postal address: Tyne and Wear Fire and Rescue Service Headquarters, Nissan Way
Town: Sunderland
Postal code: SR5 3QY
Country: United Kingdom
Official name: Vonne
Postal address: Cale Cross, Pilgrim Street
Town: Newcastle upon Tyne
Postal code: NE1 6SU
Country: United Kingdom
Official name: Your Homes Newcastle
Postal address: Denton Park Centre, West Denton Way
Town: Newcastle upon Tyne
Postal code: NE5 2QZ
Country: United Kingdom

Section II: Object of the contract

II.1. Description

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

NEPO502 Framework for the Provision of Office Supplies.

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

Supplies

Purchase

NUTS code UK United Kingdom

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: 1

Duration of the framework agreement

Duration in months: 48

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

Estimated value excluding VAT:

Range: between 6 000 000 and 1 200 000 GBP

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

The Association of North East Councils Limited trading as the North East Procurement Organisation (NEPO) is seeking to award a framework for the provision of office supplies. Office supplies will include, but will not be restricted to, Computer Consumables, Desktop Stationary and Copier Paper.

II.1.6. CPV code(s)

30000000 Office and computing machinery, equipment and supplies except furniture and software packages, 39000000 Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products

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

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. 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

The Association of North East Councils Limited trading as the North East Procurement Organisation (NEPO) is seeking to award a framework for the provision of office supplies. Office supplies will include, but will not be restricted to, Computer Consumables, Desktop Stationary and Copier Paper.

It is intended that a maximum of 2 contractors will be appointed to the Framework. The two contractors will be ranked and the Contractor that is ranked second will only be required if the highest ranked Contractor cannot fulfil any of the contract requirements, at any stage during the Agreement, due to service delivery and/or capacity failure.

Based on early stakeholder engagement and due to the nature of the requirement NEPO will not be dividing the Framework into separate Lots. A sole supplier arrangement for this Framework has historically proven best value and provides for an optimum delivery solution.

Estimated value excluding VAT:

Range: between 6 000 000 and 1 200 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The Framework is for an initial period of 24 months with the option to extend for a further 2 x 12 month periods.

Provisional timetable for recourse to these options:

in months: 24 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: Range: between 1 and 10

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 48 (from the award of the contract)

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

Duration in months: 48 (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

As specified in the tender documentation.

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

As specified in the tender documentation.

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

As specified in the tender documentation.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: As specified in the tender documentation.

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: As specified in the tender documentation.

III.2.2. Economic and financial ability

List and brief description of conditions: As specified in the tender documentation.

Minimum level(s) of standards possibly required: As specified in the tender documentation.

III.2.3. Technical and professional ability

List and brief description of conditions:

As specified in the tender documentation.

Minimum level(s) of standards possibly required:

As specified in the tender documentation.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

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

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

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: An electronic auction is envisaged to be held in November 2015. Further details are included within the tender documentation.

IV.3. Administrative information

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

9WEC-EY004R

IV.3.2. Previous publication concerning this procedure

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

Time limit for receipt of requests for documents or for accessing documents: 4.11.2015 - 12:00
Payable documents: no

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

4.11.2015 - 12:00

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

30.9.2015

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

English.

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

Duration in days: 90 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 4.11.2015 - 12:00

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Representatives of Gateshead Council's Legal Department. Gateshead Civic Centre, Regent Street, Gateshead, NE8 1HH.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 48 months.

VI.2. Information about European Union funds

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

VI.3. Additional information

Contracting Authorities NEPO is a Central Purchasing Body as defined in the Public Contract Regulations 2015 (PCR15). This means that NEPO may provide central purchasing activity on behalf of Contracting Authorities. The agreement will be available for use by all NEPO Members. A list of member organisations is available at: www.nepoportal.org This agreement will also be made available to all current and future NEPO Associate Members. A list of current NEPO Associate Members is available at: <https://www.qtegov.com/systems/nepocms.nsf/vLiveDocsTitle/Current%20Associate%20Members>

NEPO intends to make the resulting agreement available for use by all Contracting Authorities throughout all administrative regions of the UK (as defined by the Public Contracts Regulations 2015) including but not limited to Government Departments and their Agencies, Non-Departmental Public Bodies, Central Government, NHS Bodies, Local Authorities, Emergency Services, Coastguard Emergency Services, Educational Establishments, Registered Social Landlords and Registered Charities who have a need to purchase the above services. Please see the following websites for further details:

<http://www.direct.gov.uk/en/DI1/Directories/Localcouncils/index.htm>

<http://www.education.gov.uk/edubase/home.xhtml>

<http://www.schoolswebdirectory.co.uk/localauthorities.php>

<http://www.ukschoolsdirectory.net>

<https://www.gov.uk/find-school-in-england>

<http://www.educationscotland.gov.uk/scottishschoolsonline/>

<http://hwb.wales.gov.uk/apps.deni.gov.uk/appinstitutes/instmain.aspx>

<https://www.gov.uk/government/publications/open-academies-and-academy-projects-in-development>

<http://unistats.direct.gov.uk/institutions/>

<http://www.hefce.ac.uk/workprovide/unicoll/heis/>

<http://www.hefce.ac.uk/workprovide/unicoll/fecs/>

<http://www.nhs.uk/ServiceDirectories/Pages/AcuteTrustListing.aspx>

<http://www.wales.nhs.uk/nhswalesaboutus/structure>

<http://www.scottishambulance.com/TheService/organised.aspx>

<http://www.hscni.net/index.php?link=trusts>

<http://www.scottishambulance.com/AboutUs/HowWeOrganised.aspx>

<http://www.direct.gov.uk/en/DI1/Directories/A-ZOfCentralGovernment/index.htm>

<https://www.gov.uk/government/organisations>

<http://www.northernireland.gov.uk/gov.htm>

<http://www.nidirect.gov.uk/local-councils-in-northern-ireland>

<http://www.scotland.gov.uk/Publications/2012/02/2421/1>

http://www.dsdni.gov.uk/index/dsd_contact_us/dsd_our_offices.htm

<http://www.dfpni.gov.uk/index/procurement-2/cpd/cpd-policy-and-legislation/ni-pp-policy/cpd-list-of-bodies-public-procurement-policy-applies.htm>

<http://www.ons.gov.uk/ons/publications/re-reference-tables.html?edition=tcm%3A77-336664>

<http://www.police.uk/forces.htm>

<http://www.police-information.co.uk/index.html>

<http://www.psnipolice.uk/index.htm>

<http://www.scottish.police.uk/>

<http://www.mcga.gov.uk/c4mca/mcga07-home.htm>

<http://www.fireservice.co.uk/information/ukfrs>
<http://www.gov.scot/Topics/archive/law-order/Police/PoliceServiceofScotland>
<http://www.fire.org.uk/fire-brigades.html>
<http://www.nifrs.org/areas-districts/>
<http://www.firescotland.gov.uk/your-area.aspx>
http://www.charity-commission.gov.uk/About_us/Regulation/Registering_charities_index.aspx
<http://www.oscr.org.uk/>
<http://www.idea.gov.uk/idk/core/page.do?pagelId=7175736>
<http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/registerhomepage.aspx>
http://www.sell2wales.gov.uk/Search/search_Auth.aspx
<http://www.communities.gov.uk/newsroom/factsandfigures/housingplanning1/facts/socialhousing/?id=1822644>

Organisations wishing to access NEPO agreement will be required to register as a NEPO Associate Member in the first instance. Further information can be found at:

<https://www.qtegov.com/systems/nepocms.nsf/vLiveDocsTitle/OJEU%20Framework%20Permissible%20Users>

VI.4. Procedures for review

VI.4.1. Review body

Official name: North East Procurement Organisation
Postal address: Guildhall, Quayside
Town: Newcastle upon Tyne
Postal code: NE1 3AF
Country: United Kingdom

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

25.9.2015