

United Kingdom-Newcastle upon Tyne: Office supplies

OJ S 193/2019 07/10/2019

Contract notice

Supplies

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Association of North East Councils Ltd trading as NEPO (Central Purchasing Body)

Postal address: Guildhall, Quayside

Town: Newcastle upon Tyne

NUTS code: UKC North East (England)

Postal code: NE1 3AF

Country: United Kingdom

Contact person: Rachel Whellans

E-mail: Rachel.Whellans@nepo.org

Telephone: +44 7818535832

Internet address(es):

Main address: www.nepo.org

Address of the buyer profile: www.nepo.org

I.2. Information about joint procurement

The contract is awarded by a central purchasing body

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: www.nepo.org

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

I.4. Type of the contracting authority

Regional or local authority

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement**II.1.1. Title**

NEPO Provision of Office Supplies

Reference number: NEPO502

II.1.2. Main CPV code

30192000 Office supplies

II.1.3. Type of contract

Supplies

II.1.4. Short description

NEPO is seeking to procure a framework contract for the supply of office supplies. The resulting solution will require direct deliveries to a variety of contracting authority establishments across the North East of England on behalf of NEPO Member authorities and associate members including but not limited to, other public sector entities, schools, emergency services, etc.

II.1.5. Estimated total value

Value excluding VAT: 2 600 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: yes
Tenders may be submitted for all lots

II.2. Description

II.2.1. Title

General Office/Desktop Supplies
Lot No: 1

II.2.2. Additional CPV code(s)

30192700 Stationery, 30199000 Paper stationery and other items, 30199600 Dividers for stationery, 22800000 Paper or paperboard registers, account books, binders, forms and other articles of printed stationery, 30199230 Envelopes, 30199711 Printed window envelopes, 30199712 Printed non-window envelopes

II.2.3. Place of performance

NUTS code: UKC North East (England)

II.2.4. Description of the procurement

NEPO are using an open procedure for the procurement of this framework contract. The opportunity can be accessed via the NEPO eTendering system. Suppliers wishing to be considered for this contract must register their expression of interest and submit a tender through the NEPO eTendering system. If not already registered, suppliers should register on the NEPO eTendering system at <https://procontract.due-north.com/Register> tender responses must be submitted using the link above. Tender responses submitted via postal or email methods will not be accepted. If you require time critical assistance on submitting your Tender response, please contact the system support team on 0330 0050352. For none time critical issues, such as passwords, general account queries and location information etc, please contact the Proactis Supplier Support Helpdesk Ticketing System (<http://proactis.kayako.com/>) and select Procontract V3 support. You will then need to log in or submit a ticket to register your issue. Alternatively, you can email ProContractSuppliers@proactis.com this will automatically log a support ticket on the Proactis Supplier Support Helpdesk. Successful suppliers will enter into a framework agreement in a form which is set out in the procurement documents. NEPO does not give any guarantee and/or warrant the actual value of services which will be placed with the successful Suppliers by any client using the framework contract pursuant to this process and accepts no liability thereof.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Quality / Weighting: 20 %
Quality criterion - Name: Social value / Weighting: 15 %
Cost criterion - Name: Price / Weighting: 65 %

II.2.6. Estimated value

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

This framework contract will be a direct replacement for the current NEPO502 provision of office supplies contract, it is anticipated that the preceding framework contract will be subject to future renewals. The framework contract will be for a period of 36 months.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

II.2. Description

II.2.1. Title

Computer Consumables

Lot No: 2

II.2.2. Additional CPV code(s)

30125100 Toner cartridges, 30125110 Toner for laser printers/fax machines

II.2.3. Place of performance

NUTS code: UKC North East (England)

II.2.4. Description of the procurement

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II.2.14. Additional information

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

Selection criteria as stated in the procurement documents.

III.1.2. Economic and financial standing

List and brief description of selection criteria:

Selection criteria as stated in the procurement documents.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

Selection criteria as stated in the procurement documents.

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

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

The procurement involves the establishment of a framework agreement
Framework agreement with a single operator

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 12/11/2019 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 13/11/2019 Local time: 12:00

Place:

Legal representatives from Gateshead Metropolitan Borough Council will be responsible for opening tender responses.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

18-24 months prior to the framework contract expiry date.

VI.2. Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3. Additional information

NEPO is a Central Purchasing Body as defined in the Public Contract Regulations 2015 (PCR15). The agreement will be available for use by all NEPO Members. A list of member organisations is available in the About section of the NEPO website at: www.nepo.org.

This agreement will also be made available to all current and future NEPO Associate Members in the North East Region (as defined by the Public Contracts Regulations 2015) including but not limited to 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/>
<https://www.education-ni.gov.uk/>
<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/D11/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>
<https://www.dsdni.gov.uk/contact>
<https://www.dfpni.gov.uk/articles/list-public-bodies-which-ni-public-procurement-policy-applies>
<http://www.ons.gov.uk/ons/publications/re-reference-tables.html?edition=tcM%3A77-336664>
<https://www.police.uk/forces/>
<http://www.police-information.co.uk/index.html>
<http://www.psnipolice.uk/index.htm>
<http://www.scotland.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?pagelD=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>

A complete list of permissible users is shown on the NEPO website below:

<http://www.nepo.org/associate-membership/permissible-users>

Organisations wishing to access the NEPO agreement will be required to register as a NEPO Associate Member in the first instance.

Further information can be found at: www.nepo.org

VI.4. Procedures for review

VI.4.1. Review body

Official name: NEPO

Postal address: Guildhall, Quayside

Town: Newcastle upon Tyne
Postal code: NE1 3AF
Country: United Kingdom
E-mail: rachel.whellans@nepo.org
Telephone: +44 7818535832
Internet address: www.nepo.org

VI.4.2. Body responsible for mediation procedures

Official name: NEPO
Postal address: Guildhall, Quayside
Town: Newcastle upon Tyne
Postal code: NE1 3AF
Country: United Kingdom
E-mail: rachel.whellans@nepo.org
Telephone: +44 7818535832
Internet address: www.nepo.org

VI.4.4. Service from which information about the review procedure may be obtained

Official name: NEPO
Postal address: Guildhall, Quayside
Town: Newcastle upon Tyne
Postal code: NE1 3AF
Country: United Kingdom
E-mail: rachel.whellans@nepo.org
Telephone: +44 7818535832
Internet address: www.nepo.org

VI.5. Date of dispatch of this notice

03/10/2019