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Tender

## Multi-Functional Devices and Document Solutions

National Procurement Service (Welsh Government)

F02: Contract notice

Notice identifier: 2021/S 000-000589

Procurement identifier (OCID): ocds-h6vhtk-0289a1

Published 12 January 2021, 4:24pm

### Section I: Contracting authority

#### I.1) Name and addresses

National Procurement Service (Welsh Government)

Crown Buildings, Cathays Park

Cardiff

CF10 3NQ

#### Email

[NPSICTCategoryTeam@gov.wales](mailto:NPSICTCategoryTeam@gov.wales)

#### Telephone

+44 3007900170

#### Country

United Kingdom

#### NUTS code

UKL - WALES

**Internet address(es)**

Main address

<http://npswales.gov.uk>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA27760](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA27760)

**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

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Multi-Functional Devices and Document Solutions

Reference number

NPS-ICT-0104-20

#### **II.1.2) Main CPV code**

- 30121200 - Photocopying equipment

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

This procurement exercise is being conducted by the National Procurement Service for Wales (NPS), which is hosted by the Welsh Government. NPS acts on behalf of the Welsh public sector to deliver value for money from the procurement of common and repetitive

goods and services.

The Supplier shall be required to provide a range of Products and/ or Services under the following Lots:

Lot 1: MFDs and Document Solutions

Lot 2: Print Consumables

The objective of this framework is to:

- (a) Provide Customers with a wide range of MFD products and services, which meet the individual Customers requirements;
- (b) Offer a flexible, competitive and simple route to market;
- (c) Provide a value for money route to market, which continues to evolve to offer the latest technologies at competitive pricing; and

(d) Provide document and print solutions which balance the need for immediate savings, whilst considering the socio and environmental impact on future generations.

#### **II.1.5) Estimated total value**

Value excluding VAT: £40,000,000

#### **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**

MFDs and Document Solutions

Lot No

1

#### **II.2.2) Additional CPV code(s)**

- 30121100 - Photocopiers
- 30121200 - Photocopying equipment
- 30232100 - Printers and plotters
- 30232110 - Laser printers
- 30232150 - Inkjet printers
- 32581200 - Fax equipment
- 50310000 - Maintenance and repair of office machinery
- 30124520 - Scanner document feeders
- 48311000 - Document management software package
- 48311100 - Document management system

#### **II.2.3) Place of performance**

NUTS codes

- UKL - WALES

Main site or place of performance

The products and services will be delivered at sites across Wales

#### **II.2.4) Description of the procurement**

This procurement is to establish an all-Wales Framework Agreement. Due to the diverse nature of the Customer base the Supplier shall be required to provide the following Products/services:

- (a) The Supply of a range of Multi-Functional Devices (MFD);
- (b) Consumables;
- (c) Support and Maintenance, including a range of enhanced warranty packages;
- (d) Pre-Sales Services, including site surveys and print audits;
- (e) A range of associated software products;
- (f) A range of associated services;
- (g) A range of finance options and pricing plans; and
- (h) Consumables, including drums, toner cartridges and staples.

The Supplier shall provide a range of Print and Document Solutions, including but not limited to:

- (a) Cloud hosted print solutions;
- (b) Hybrid managed print estates, comprising of single function and multi-function machines;
- (c) Document workflow & automation;
- (d) Managed document solutions; and
- (e) Hybrid Mail Solutions.

#### **II.2.5) Award criteria**

Quality criterion - Name: Technical / Weighting: 56

Quality criterion - Name: Sustainability and Social Value / Weighting: 14

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £30,000,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend for periods up to 24 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**

Customers shall be able to adjust the Commercial and Technical award criteria weightings within the range detailed at Annex 1 of Framework Schedule 4.4.

### **II.2) Description**

#### **II.2.1) Title**

## Printer Consumables

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 30124000 - Parts and accessories of office machines
- 30124400 - Staple cartridges
- 30124500 - Scanner accessories
- 30125000 - Parts and accessories of photocopying apparatus
- 30125100 - Toner cartridges
- 30125110 - Toner for laser printers/fax machines
- 30125120 - Toner for photocopiers
- 30124100 - Fusers
- 30124200 - Fuser kits
- 30124300 - Drums for office machine

### **II.2.3) Place of performance**

NUTS codes

- UKL - WALES

Main site or place of performance

Products will be required at sites across Wales

### **II.2.4) Description of the procurement**

This procurement exercise is intended to establish an agreement for the Welsh Public Sector to access:

- (a) Original Printer Consumables (excluding paper);
- (b) Remanufactured and Refilled Printer Ink and Toner Cartridges;
- (c) Fax Consumables.

The types of printer for which consumables will be required for the purposes of this Tender include, but are not limited to:

- (a) inkjet printers;
- (b) laser printers;
- (c) multifunction (all-in-one) printers;
- (d) dot-matrix printers;
- (e) fax machines; and
- (f) thermal printers used for example in cash registers.

#### **II.2.5) Award criteria**

Quality criterion - Name: Technical / Weighting: 21

Quality criterion - Name: Sustainability and Social Value / Weighting: 9

Price - Weighting: 70

#### **II.2.6) Estimated value**

Value excluding VAT: £10,000,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend for further periods of up to 24 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**

Customers shall be able to adjust the Commercial and Technical award criteria weightings within the range detailed at Annex 2 of Framework Schedule 4.4.

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# **Section III. Legal, economic, financial and technical information**

## **III.1) Conditions for participation**

### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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# **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 several operators

Envisaged maximum number of participants to the framework agreement: 14

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2020/S 193-467836](#)

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

Date

26 February 2021

Local time

3:00pm

#### **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**

Tender must be valid until: 26 August 2021

#### **IV.2.7) Conditions for opening of tenders**

Date

26 February 2021

Local time

3:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **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**

The following bodies may use this framework:

- Welsh Minister, their agencies, sponsored and statutory bodies and other contracting authorities funded by them;
- The Welsh Assembly Commission;
- UK Government, their agencies, companies and limited liability partnerships or other corporate entities, which operate in Wales;
- Local Authorities in Wales;
- Contracting authorities established for the provision of culture, media and sport in Wales;
- NHS Health Boards in Wales;
- Higher and further education bodies in Wales;
- Police and crime commissioners and police forces; national park, and fire and rescue authorities in Wales;
- Citizen Advice Bureaux in Wales;
- Registered social landlords;
- Schools, sixth-form colleges, foundation schools and academies in Wales (but not independent schools);

- HM Inspectorate of Schools in Wales (Estyn);
- Town & Community Councils in Wales;
- Tribunals
- Welsh Government;
- Housing associations;
- Wales Council for Voluntary Action
- Third sector bodies.

The full list of Customer organisations is in the Invitation to Tender document, available via eTenderWales.

The Invitation to Tender (ITT) documentation can be accessed via eTenderWales:  
<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 e-mail address that was specified in the User Details section of the Registration page.

#### HOW TO FIND THE ITT:

Once logged in you must click on 'ITTs Open to all Suppliers'.

The etender references for this framework are:

Project\_46108

## ITTs

The following ITTs must be completed by Tenderers wishing to bid for each subject area:

itt\_85089 — Lot 1: MFDs & Document Solutions

itt\_85091 — Lot 2: Print Consumables

itt\_85433 — Multi-Functional Devices & Document Solutions - Community Benefit Submission (Mandatory for all tenderers)

Click on the title to access summary details of the ITT. 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.

If you have any queries regarding the tender please message using the e-tenderwales message portal.

If you require the 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.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at  
[https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=107233](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=107233)

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

- Supply Chain Opportunities
- Training and Employment Opportunities

- Community Projects

(WA Ref:107233)

The buyer considers that this contract is suitable for consortia.

#### **VI.4) Procedures for review**

##### **VI.4.1) Review body**

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom