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Tender

## **Business Administration**

Procurement Assist Limited c/o Integrated Facilities Management Bolton Ltd (iFM Bolton)

F02: Contract notice

Notice identifier: 2025/S 000-000822

Procurement identifier (OCID): ocds-h6vhtk-04cf01

Published 10 January 2025, 12:05pm

## **Section I: Contracting authority**

### **I.1) Name and addresses**

Procurement Assist Limited c/o Integrated Facilities Management Bolton Ltd (iFM Bolton)

Royal Bolton Hospital, Minerva Road, Farnworth

Bolton

BL4 0JR

#### **Email**

[tenders@procurementassist.co.uk](mailto:tenders@procurementassist.co.uk)

#### **Telephone**

+44 3301281336

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.boltonft.nhs.uk/about-us/trust-profile/ifm-bolton/>

Buyer's address

<http://www.procurementassist.co.uk>

**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://www.delta-esourcing.com/tenders/UK-UK-Bolton:-Stationery./2736HUUP6W>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

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

Body governed by public law

**I.5) Main activity**

Health

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## **Section II: Object**

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

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

Business Administration

Reference number

PA BOS 01

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

- 30192700 - Stationery

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

Supplies

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

Procurement Assist Limited is seeking service providers to take part in tendering for a place on a 60 month Dynamic Purchasing System for Business Administration.

The services will be split into 3 Categories, as follows:

Category 1: Stationery Supplies

Category 2: Janitorial Supplies

Category 3: Workwear and PPE Supplies

Category 4: Total Office Solution

The DPS will be available for use by iFM Bolton and the whole public sector from across the United Kingdom. The DPS initial application period is 30 days but will remain open until 31 May 2029. Applications from service providers can be made at any time during this period.

The DPS is intended to be a fast route to market for Clients, with Clients not needing any further engagement with OJEU procurement processes.

Procurement Assist is publishing this Notice of Amendment made pursuant to the original Notice 2020/S 081-192438 to extend the DPS to 31 May 2029. The remaining information

in relation to this DPS is unchanged.

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

Value excluding VAT: £50,000,000

#### **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**

Stationery Supplies

Lot No

1

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

- 30192700 - Stationery

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

Including, but not limited to:

- Stationery supply via a delivery service to Client site(s) (head office, regional offices)
- Provision of a full range of stationery supplies.
- Provision of a core range of products – reviewed annually to ensure best value for money for the Client.

- Online ordering system bespoke to the Clients requirements – product and branding.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £12,500,000

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

End date

31 May 2029

This contract is subject to renewal

Yes

Description of renewals

Procurement Assist are extending the active period of the DPS to 31 May 2029. The DPS will be reviewed on an annual basis for amendment, further extension, termination or to re-procure.

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 1

Maximum number: 100

#### **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**

To respond to this opportunity please click here: <https://www.delta-sourcing.com/respond/2736HUUP6W>

## **II.2) Description**

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

Janitorial Supplies

Lot No

2

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

- 30192700 - Stationery

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

Including, but not limited to:

- Provision of a full range of janitorial supplies.
- Provision of a core range of products – reviewed annually to ensure best value for money for the Client.
- Online ordering system bespoke to the Clients requirements – product and branding.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

End date

31 May 2029

This contract is subject to renewal

Yes

Description of renewals

Procurement Assist are extending the active period of the DPS to 31 May 2029. The DPS will be reviewed on an annual basis for amendment, further extension, termination or to re-procure.

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 1

Maximum number: 100

#### **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) Description**

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

Workwear and PPE Supplies

Lot No

3

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

- 18100000 - Occupational clothing, special workwear and accessories

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

Including, but not limited to:

- Provision of a full range of workwear and PPE supplies.
- Provision of a core range of products – reviewed annually to ensure best value for money for the Client.
- Online ordering system bespoke to the Clients requirements – product and branding.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £12,500,000

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

End date

31 May 2029

This contract is subject to renewal

Yes

Description of renewals

Procurement Assist are extending the active period of the DPS to 31 May 2029. The DPS will be reviewed on an annual basis for amendment, further extension, termination or to re-



procure.

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 1

Maximum number: 100

### **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) Description**

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

Total Office Solution

Lot No

4

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

- 30192700 - Stationery

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

A combination of stationery supplies, janitorial supplies, workwear and PPE supplies, or a combination of any of the three categories together. Category 4 is aimed at a strategic approach to supplies, commencing with a review of the current processes undertaken by the Client to order such supplies.

Including, but not limited to:

- Provision of a full range of total office solutions based on the categories required.
- Provision of a review of current expenditure, and supply chain use and preparation of a report for the Client.
- Provision of a core range of products – reviewed annually to ensure best value for money for the Client.
- Online ordering system bespoke to the Clients requirements – product and branding.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £12,500,000

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

End date

31 May 2029

This contract is subject to renewal

Yes

Description of renewals

Procurement Assist are extending the active period of the DPS to 31 May 2029. The DPS will be reviewed on an annual basis for amendment, further extension, termination or to re-procure.

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 1

Maximum number: 100

**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

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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**

Restricted procedure

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

The procurement involves the setting up of a dynamic purchasing system

The dynamic purchasing system might be used by additional purchasers

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

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

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

Notice number: [2020/S 081-192438](#)

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

Date

31 May 2029

Local time

12:00pm

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

1 June 2029

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Bolton:-Stationery./2736HUUP6W>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/2736HUUP6W>

GO Reference: GO-2025110-PRO-29098620

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

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

The High Court

Royal Court of Justice, London

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

The High Court

Royal Court of justice, London

London

WC2A 2LL

Country

United Kingdom

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

The High Court

Royal Court of Justice, London

London

WC2A 2LL

Country

United Kingdom