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Planning

## **Office Solutions**

The Minister for the Cabinet Office acting through Crown Commercial Service

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-003879

Procurement identifier (OCID): ocds-h6vhtk-03a3ed

Published 8 February 2023, 2:03pm

### **Section I: Contracting authority**

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

The Minister for the Cabinet Office acting through Crown Commercial Service

9th Floor, The Capital, Old Hall Street

Liverpool

L3 9PP

#### **Contact**

[supplier@crowncommercial.gov.uk](mailto:supplier@crowncommercial.gov.uk)

#### **Email**

[supplier@crowncommercial.gov.uk](mailto:supplier@crowncommercial.gov.uk)

#### **Telephone**

+44 3450103503

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.gov.uk/ccs>

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

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

Ministry or any other national or federal authority

**I.5) Main activity**

Other activity

Public procurement

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**Section II: Object**

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

**II.1.1) Title**

Office Solutions

Reference number

RM6299

**II.1.2) Main CPV code**

- 30192000 - Office supplies

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

Supplies

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

Crown Commercial Service (CCS) as the Authority intends to put in place a Pan Government Collaborative Agreement for the provision of Office Supplies/Solutions to be utilised by Central Government Departments and all other UK Public Sector Bodies, including Local Authorities, Health, Police, Fire and Rescue, Education and Devolved Administrations. It is intended that this commercial agreement will be the recommended vehicle for all Office Supplies/Solutions required by UK Central Government Departments. This new framework is intended to build on and improve the existing Office Supplies framework, RM6059.

The lotting structure of this framework will be determined as a result of the market engagement.

Product categories will include but not limited to:

stationery, paper and paper products, janitorial products, office furniture including ergonomic furniture, electronic office supplies (EOS) inks, toners, cartridges, small office machines, technology (monitors, headsets etc)

Further information is included in the Additional Information section VI.3.

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

Value excluding VAT: £450,000,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

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

- 30192000 - Office supplies

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

NUTS codes

- UK - United Kingdom

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

The purpose of this Prior Information Notice (PIN) is:

To give advance notice that Crown Commercial Service (CCS) (as the Contracting Authority) is working to undertake a tendering exercise to set up a new commercial vehicle to service Public Sector Office Supplies Products.

It is intended that the new commercial vehicle will replace the current CCS Office Supplies Agreement RM6059.

This commercial vehicle will be enabled for use by all UK Public Sector organisations including but not limited to Central Government Departments, NHS Bodies, Educational Establishments, Local Authorities, Emergency Services, Charities, Third Sector organisations who have a need for office products.

Crown Commercial Service invites interested wholesalers, suppliers and retailers of office supplies (including electronic office supplies) to provide information and feedback to support the development of this commercial vehicle, with a particular focus on the areas listed in VI.3 below.

## **II.3) Estimated date of publication of contract notice**

14 July 2023

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## **Section IV. Procedure**

### **IV.1) Description**

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

The procurement is covered by the Government Procurement Agreement: Yes

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## Section VI. Complementary information

### VI.3) Additional information

A Future Opportunity on contract finder can be found here:

<https://www.contractsfinder.service.gov.uk/Notice/2a3c6e53-6cc7-4840-a6dd-1dc3b73e5e66>

This Prior Information Notice is to signal an intention to commence market engagement with those within the Office Supplies market.

Crown Commercial Service intends to hold market engagement sessions during Feb/March 23 with industry experts and suppliers interested in potentially bidding for the resulting framework contract.

If you are interested in attending a market engagement session please express your interest by emailing [ccsofficesuppliesteam@crowncommercial.gov.uk](mailto:ccsofficesuppliesteam@crowncommercial.gov.uk) with the following details:

1. Organisation name
2. Contact name
3. Job title of contact including responsibility within your organisation
4. Contact phone number
5. Contact email
6. Organisation website link -Further details will be provided to you.

Crown Commercial Service (CCS) will use an eSourcing system for this competition and reserves the right to use an electronic auction. The eSourcing system we will use is <https://crowncommercialservice.bravosolution.co.uk>.

Please note that, to register, you must have a valid DUNS number (as provided by Dun and Bradstreet) for the organisation which you are registering, who will be entering into a contract if invited to do so.

The value in II.1.5 is an indicative value over 48 months.

The date in II.3) is the estimated date of publication, please refer to the CCS website page <https://www.crowncommercial.gov.uk/agreements/upcoming> for updates and monitor Find

A Tender Service for the publication of the contract notice.

The Cyber Essentials scheme is mandatory for Central Government Contracts which involve handling personal information and providing certain ICT products and services. The Government is taking steps to further reduce the levels of cyber security risk in its supply chain through the Cyber Essentials scheme. The scheme defines a set of controls which, when properly implemented, will provide organisations with basic protection from the most prevalent forms of threat coming from the internet.

To participate in this procurement, bidders will be required to demonstrate that they are Cyber Essentials certified for the services under and in connection with the procurement.

The bidder may be awarded a contract but shall not enter into any call off contracts with buyers until they are able to demonstrate to CCS that they meet the technical requirements prescribed by the Cyber Essentials Scheme for services under and in connection with this procurement.

The service that arise from this framework will involve the supplier holding material that has been assigned a protective marking under the Government Security Classifications Scheme (April 2014) of OFFICIAL/SENSITIVE. Bidders will be required to implement their solution in accordance with the Framework Agreement Schedule, "Security Requirement and Plan", to meet Framework Agreement requirements. This will be released at the ITT stage.