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Tender

## **Y22027 - Supply of Office Supplies**

Kent County Council (t/a KCS)

F02: Contract notice

Notice identifier: 2022/S 000-005681

Procurement identifier (OCID): ocds-h6vhtk-031cca

Published 2 March 2022, 11:10am

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

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

Kent County Council (t/a KCS)

Head Office, 1 Abbey Wood Group, Kings Hill

West Malling

ME19 4YT

#### **Contact**

Miss Tamara Stevens

#### **Email**

[csgprocurement@csLtd.org.uk](mailto:csgprocurement@csLtd.org.uk)

#### **Telephone**

+44 1622236716

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.commercialservices.org.uk>

Buyer's address

<http://www.commercialservices.org.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://procontract.due-north.com/Advert/Index?advertId=4c646936-7899-ec11-8112-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=4c646936-7899-ec11-8112-005056b64545>

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Y22027 - Supply of Office Supplies

Reference number

DN600217

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

- 30190000 - Various office equipment and supplies

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

Supplies

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

This Framework Agreement covers the provision for a full range of office supplies.

LOT 1 – Office Supplies for Kent County Council

This LOT is for the supply of office supplies for deliveries to multiple locations within Kent County Council. This would include the following but is not limited to:

- Address Labels
- Batteries
- Diaries and Calendars
- Envelopes
- Filing Products
- IT Consumables
- Pads and Notebooks
- Paper

- Printer Toner
- Stationery

#### LOT 2 – Offices Supplies including Janitorial, Catering, Cleaning, Post and Packaging Supplies and Personal Electronic Devices

This LOT is for the supply of office supplies including janitorial, catering, cleaning, post and packaging supplies and personal electronic devices, with deliveries to multiple locations. This would include the following but is not limited to:

##### General Office Supplies

- Stationery
- Paper
- Envelopes
- Books and Pads
- Labels
- Files, Pockets and Binders
- Writing supplies
- Arts and Craft
- Adhesive and Tape
- Storage Boxes
- Chalk Boards
- Dry Wipe Boards
- Pin Boards

##### Janitorial

- Cleaning Products
- Cleaning Equipment

- Rubbish Bins
- Sanitary Refills
- Sanitary Dispensers
- Restroom Accessories
- Hand Dryers
- Paper Towel
- Toilet Rolls

#### Catering

- Kitchen Appliances
- Catering sundries
- Drinks Dispensers
- Urns
- Catering Utensils
- Pre-Packed Food (such as biscuits and snacks)

#### Cleaning

- Cleaning products
- Buckets, Mops and Cloths
- PPE
- Waste Bins

#### Post and Packaging Supplies

- Mail Bags
- Packaging Boxes

- Bubble Wrap
- Stamps
- Tape and Adhesives
- Posting Bags

#### Personal Electronic Devices

- Shredding Machines
- Digital Cameras
- 3D Printing
- Calculators
- Webcams
- Keyboards and Mouse
- Monitors
- Storage Sticks
- Laminators

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

Value excluding VAT: £10,000,000

#### **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**

Office Supplies for Kent County Council

Lot No

1

**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**

This LOT is for the supply of office supplies for deliveries to multiple locations within Kent County Council. This would include the following but is not limited to:

- Address Labels
- Batteries
- Diaries and Calendars
- Envelopes
- Filing Products
- IT Consumables
- Pads and Notebooks
- Paper
- Printer Toner
- Stationery

**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**

Duration in months

48

This contract is subject to renewal

No

#### **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 gain access and complete the necessary documents please follow the instruction below

Visit - [WWW.Kentbusinessportal.org.uk](http://WWW.Kentbusinessportal.org.uk)

Select - Opportunities

Select Organisation - Commercial Services

Select the opportunity appropriate to you from the list provided

Express interest - you may need to register first

Once successful expression is completed you can access and complete the requirements in two ways

1 - when you register you will receive a successful registration email, this also contains an link taking you direct to the opportunity

2 - when you log in to proactis go to my activities, select commercial services and you will be presented with the opportunity.



Following the instruction from herein

## **II.2) Description**

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

Offices Supplies including Janitorial, Catering, Cleaning, Post and Packaging Supplies and Personal Electronic Devices

Lot No

2

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

- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages

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

NUTS codes

- UK - United Kingdom

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

This LOT is for the supply of office supplies including janitorial, catering, cleaning, post and packaging supplies and personal electronic devices, with deliveries to multiple locations. This would include the following but is not limited to:

General Office Supplies

- Stationery
- Paper
- Envelopes
- Books and Pads
- Labels
- Files, Pockets and Binders
- Writing supplies

- Arts and Craft
- Adhesive and Tape
- Storage Boxes
- Chalk Boards
- Dry Wipe Boards
- Pin Boards

#### Janitorial

- Cleaning Products
- Cleaning Equipment
- Rubbish Bins
- Sanitary Refills
- Sanitary Dispensers
- Restroom Accessories
- Hand Dryers
- Paper Towel
- Toilet Rolls

#### Catering

- Kitchen Appliances
- Catering sundries
- Drinks Dispensers
- Urns
- Catering Utensils

- Pre-Packed Food (such as biscuits and snacks)

#### Cleaning

- Cleaning products
- Buckets, Mops and Cloths
- PPE
- Waste Bins

#### Post and Packaging Supplies

- Mail Bags
- Packaging Boxes
- Bubble Wrap
- Stamps
- Tape and Adhesives
- Posting Bags

#### Personal Electronic Devices

- Shredding Machines
- Digital Cameras
- 3D Printing
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- Webcams
- Keyboards and Mouse
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- Laminators

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This contract is subject to renewal

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Variants will be accepted: No

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Options: No

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2 - when you log in to proactis go to my activities, select commercial services and you will be presented with the opportunity.

Following the instruction from herein

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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

In the case of framework agreements, provide justification for any duration exceeding 4 years:

#### **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

20 April 2022

Local time

2:00pm

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

English

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

Date

20 April 2022

Local time

2:15pm

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### **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

All public bodies will have access to this Framework Agreement but may only do so with the agreement of the Contracting Authority. Those organisations who may wish to access this Framework Agreement will be members, local government authorities, the police service, the fire service, the NHS and NHS trusts, housing associations, third sector organisations, academic centres (including Academies), free schools, publicly funded organisations and publicly owned private companies, operating within the geographic boundaries of the United Kingdom, Channel Islands, Northern Ireland and Isle of Man.

Full details of the classification of potential Customer's geographical areas and organisation classifications are detailed as follows:

LOCAL AUTHORITY COUNCILS:

England:

County, Unitary, District, Borough, and Metropolitan Councils. (Parish and Community Councils are also permissible users). See link:

A-Z of councils online | Local Government Association

<https://www.local.gov.uk/topics>

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

Northern Ireland: Administered across 26 Districts of Northern Ireland. See link:

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

Scotland: Administered across 32 Council areas. See link:

Councils | COSLA

Wales: Administered across 22 Council areas. See link:

Find your local authority | GOV.WALES

Isle of Man: Administered across 22 local authorities, consisting of 4 town authorities, 2 district authorities, 2 village authorities, and 14 parish authorities.

<https://www.gov.im/categories/home-and-neighbourhood/local-authorities/local-authority-contacts/>

Channel Islands:

<https://www.gov.je/Government/Departments/Pages/default.aspx>

<https://www.gov.gg/article/152949/Government-Departments>

EMERGENCY SERVICES:

POLICE:

National

<https://www.btp.police.uk/>

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

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

England

Home | [Police.uk](https://www.police.uk) ([www.police.uk](https://www.police.uk))

<https://www.gov.uk/government/organisations/civil-nuclear-constabulary>

## Northern Island

<https://www.police.uk/northern-ireland/>

## Scotland

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

<https://www.gov.uk/government/organisations/civil-nuclear-constabulary>

## Wales

<https://www.dyfed-powys.police.uk/>

## Home | Gwent Police

## Home | North Wales Police

<https://www.police.uk/south-wales/>

<https://www.gov.uk/government/organisations/civil-nuclear-constabulary>

## Isle of Man

<https://www.iompolice.im/>

## Channel Islands

<https://jersey.police.uk/>

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

## FIRE and RESCUE

## UK – England, Scotland, Northern Ireland, Wales, IOM

<http://www.fireservice.co.uk/information/ukfrs/>

<https://www.ukfirestations.co.uk/brigades>

## Channel Islands

<https://www.gov.je/Government/Departments/HomeAffairs/Pages/default.aspx>



## MARITIME AND COASTGUARD AGENCY

UK – England, Scotland, Northern Ireland, Wales, IOM

<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency/about/access-and-opening>

Isle of Man

<https://www.gov.im/coastguard>

Channel Islands

<http://www.ports.je/JerseyCoastguard/Pages/default.aspx>

<https://www.rnli.org.gg/guernseys-lifeboat/>

## NHS/HEALTH BODIES AND AMBULANCE SERVICES:

England

<https://www.nhs.uk/servicedirectories/pages/nhstrustlisting.aspx>

East Midlands Ambulance Service NHS Trust

<http://www.emas.nhs.uk>

East of England Ambulance Service NHS Trust

<http://www.eastamb.nhs.uk>

London Ambulance Service NHS Trust

<http://www.londonambulance.nhs.uk>

North East Ambulance Service NHS Foundation Trust

<http://www.neas.nhs.uk>

North West Ambulance Service NHS Trust

<http://www.nwas.nhs.uk>

South Central Ambulance Service NHS Foundation Trust

<http://www.southcentralambulance.nhs.uk>

South East Coast Ambulance Service NHS Foundation Trust

<http://www.secamb.nhs.uk>

South Western Ambulance Service NHS Foundation Trust

<https://www.swast.nhs.uk/welcome>

West Midlands Ambulance Service NHS Trust

<http://www.wmas.nhs.uk>

Yorkshire Ambulance Service NHS Trust

<http://www.yas.nhs.uk>

Northern Ireland

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

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

Scotland

<https://www.scot.nhs.uk/organisations/>

<http://www.scottishambulance.com/WhatWeDo/Default.aspx>

Wales

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

<https://www.ambulance.wales.nhs.uk/>

Isle of Man

<https://www.gov.im/about-the-government/departments/health-and-social-care/>

<https://www.gov.im/categories/health-and-wellbeing/isle-of-man-ambulance-service/>

Channel Islands

<https://www.gov.je/Government/Departments/HealthSocialServices/Pages/index.aspx>

<https://www.gov.gg/article/119652/Health-Social-Care--Wellbeing>

<https://www.gov.je/pages/contacts.aspx?contactid=87>

St John Ambulance Cymru - Wales' leading first aid charity ([sjacymru.org.uk](http://sjacymru.org.uk))

## CENTRAL GOVERNMENT DEPARTMENTS AND THEIR AGENCIES:

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

## REGISTERED SOCIAL LANDLORDS:

Government-funded, not-for-profit organisations that provide affordable housing. They include housing associations, trusts and cooperatives.

### England

<https://www.gov.uk/government/publications/current-registered-providers-of-social-housing>

### Scotland

<https://directory.scottishhousingregulator.gov.uk/Pages/Datasets-and-Reports.aspx>

### Northern Ireland

<https://www.nidirect.gov.uk/contacts/housing-associations>

### Wales

<https://gov.wales/>

### Isle of Man

<https://www.gov.im/categories/home-and-neighbourhood/affordable-housing/public-sector-housing/housing-authority-contacts/>

### Channel Islands

<https://www.gov.je/Home/RentingBuying/OtherRentalOptions/Pages/OtherHousing.aspx>

<http://www.gha.gg/>

## EDUCATIONAL ESTABLISHMENTS:

Nursery, primary, middle or high schools, secondary schools, Academies, free schools, special schools, Pupil Referral Units (PRU), further education colleges, universities.

UK – England, Scotland, Northern Ireland, Wales

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

<https://get-information-schools.service.gov.uk/>

<https://www.hefcw.ac.uk/>

<https://www.universitiesuk.ac.uk>

Isle of Man

<https://www.gov.im/categories/education-training-and-careers/schools-and-colleges/>

Channel Islands

<https://www.gov.je/Education/Schools/FindingSchool/Pages/default.aspx>

<https://www.gov.gg/article/163185/Education-Working--Retiring>

## CHARITIES

England and Wales

<https://www.gov.uk/government/organisations/charity-commission>

Scotland

<http://www.oscr.org.uk/>

Northern Ireland

<https://www.charitycommissionni.org.uk/charity-search/>

Isle of Man

Isle of Man Government - Charities

Channel Islands

<http://www.jerseycharities.org/members>

<http://www.charity.org.gg/Find>

Suppliers are advised that the Contracting Authority and its Customers reserve the right to supply the tendered products, services, and commodities to companies that have a majority public sector ownership by any of the public sector bodies referred to above during the Framework Agreement period as stated in this document, for the purpose of selling to other public, private and third sector organisations.

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

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

Commercial Services Kent Ltd

1 Abbey Wood Road, Kings Hill

West Malling

ME19 4YT

Email

[csgprocurement@csLtd.org.uk](mailto:csgprocurement@csLtd.org.uk)

Country

United Kingdom