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Tender

## **Office Administration**

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

F02: Contract notice

Notice identifier: 2022/S 000-006043

Procurement identifier (OCID): ocds-h6vhtk-02e0a9

Published 4 March 2022, 2:14pm

## **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

#### **NUTS 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

[www.delta-esourcing.com](http://www.delta-esourcing.com)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.delta-esourcing.com](http://www.delta-esourcing.com)

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**

Office Administration

Reference number

PA FW OA 01

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

- 30192000 - Office supplies

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

Supplies

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

Procurement Assist invites organisations to participate in a 48-month Framework Agreement for the supply of office administration supplies to its current and future Clients. The Framework Agreement may be used by (but not limited to) all NHS Trusts, Social Housing Providers, Local Authorities, Blue Light Services, Education, Charities and all other contracting authorities that are located in the United Kingdom including those listed in Schedule 1 of the Public Contracts Regulations 2015/102.

This Framework Agreement will be split into 5 Lots covering: Lot A - Office Supplies, Lot B - Workwear & PPE, Lot C - Janitorial Supplies, Lot D - Home Working Solution and Lot E - Fully Managed Office Solution. Suppliers are encouraged to bid for any Lot or all Lots.

To access this tender opportunity please visit [www.delta-esourcing.com](http://www.delta-esourcing.com) and once registered/logged in, please enter Access Code 79A38EWDU8.

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

Value excluding VAT: £100,000,000

#### **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

Lot No

A

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

- 30192000 - Office supplies

### **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**

To supply office stationery consumables to Client sites across the UK. Use of online ordering and tracking system to place orders with the supplier. Clients to access a core list of stationery items and have access to list less discount items across the supplier product range.

To access this tender opportunity please visit [www.delta-esourcing.com](http://www.delta-esourcing.com) and once registered/logged in, please enter Access Code 79A38EWDU8.

### **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: £10,000,000

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

Envisaged minimum number: 1

Maximum number: 6

### **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 & PPE Supplies

Lot No

B

### **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**

Supplies of specialist workwear and personal protective equipment (PPE) to Client sites across the UK. Clients to access a core list of products and wider list less discount structure offered by the supplier.

To access this tender opportunity please visit [www.delta-esourcing.com](http://www.delta-esourcing.com) and once registered/logged in, please enter Access Code 79A38EWDU8.

#### **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: £10,000,000

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

Envisaged minimum number: 1

Maximum number: 6

#### **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**

Janitorial Supplies

Lot No

C

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

- 39830000 - Cleaning products

### **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**

Supplies of janitorial products to Client sites. Clients to have access to a core list of products and a list less discount structure offered by suppliers.

To access this tender opportunity please visit [www.delta-esourcing.com](http://www.delta-esourcing.com) and once registered/logged in, please enter Access Code 79A38EWDU8.

### **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: £10,000,000

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

Envisaged minimum number: 1

Maximum number: 6

### **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**

Home Working Office Solution

Lot No

D

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

- 30192000 - Office supplies

### **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**

Suppliers to provide a full end to end home office working solution for Client staff, working from home. Supplies may include furniture, IT equipment and peripherals, and day to day stationery items. Clients to have access to an online portal to place orders against a core range of products or list less discounted products offered by the supplier.

To access this tender opportunity please visit [www.delta-esourcing.com](http://www.delta-esourcing.com) and once registered/logged in, please enter Access Code 79A38EWDU8.

#### **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: £35,000,000

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

Envisaged number of candidates: 1

#### **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**

Fully Managed Office Solution

Lot No

E

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

- 30192000 - Office supplies

### **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**

Suppliers to provide a full end to end fully managed office solution for Client organisations. Supplies may include furniture, IT equipment and peripherals, and day to day stationery items. Clients to have access to an online portal to place orders against a core range of products or list less discounted products offered by the supplier.

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### **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: £35,000,000

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

Envisaged number of candidates: 1

#### **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 establishment of a framework agreement

Framework agreement with several operators

#### **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: [2021/S 000-022843](#)

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

Date

4 April 2022

Local time

1:00pm

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

29 April 2022

#### **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: 12 (from the date stated for receipt of tender)

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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.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=672759953>

GO Reference: GO-202234-PRO-19738027

### **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