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Tender

## **MFD/Reprographics Partner**

Harris Federation

F02: Contract notice

Notice identifier: 2022/S 000-006905

Procurement identifier (OCID): ocids-h6vhtk-032193

Published 14 March 2022, 4:39pm

The closing date and time has been changed to:

**20 April 2022, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

Harris Federation

4th Floor Norfolk House

Croydon

CR0 1LH

### **Contact**

Devyani Patel

### **Email**

[devyani.patel@harrisfederation.org.uk](mailto:devyani.patel@harrisfederation.org.uk)

**Telephone**

+44 2082537777

**Fax**

+44 2082537778

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.harrisfederation.org.uk](http://www.harrisfederation.org.uk)

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA30809](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA30809)

**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.mytenders.co.uk](http://www.mytenders.co.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.mytenders.co.uk](http://www.mytenders.co.uk)

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

Body governed by public law

## **I.5) Main activity**

Education

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## **Section II: Object**

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

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

MFD/Reprographics Partner

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

- 79800000 - Printing and related services

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

Services

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

The Harris Federation was established in 1991. The Federation is a family of inclusive and aspirational schools working together. The Federation is led and run by teachers.

The Federation currently encompasses 51 schools but in addition to this it is expected to grow in the lifetime of the contract. The current working assumption is 3 schools per year but these could join in one group, individually or in smaller groups.

The ICT Support at the Federation is currently all delivered 'in house'. This is mix of technical resource managed by schools themselves and also a central team who support the local technical staff. The implementation of IT is currently subject to a procurement process which will identify a Preferred Bidder by the end of April 2022. The successful partner will then be responsible for the delivery of all IT equipment and solutions, apart from MFD, for 5 years from the 1st June 2022.

This procurement encompasses the deliverables noted below, but in essence is all about

identifying a single MFD partner. At the sole discretion of the Federation any future schools that the Federation may incorporate will also be added to the MFD Partner contract. Any additional schools will co-terminate to the same end date of the initial contract.

This MFD procurement is advertised as a maximum 5 year service with start and end dates as follows:

- Service start date – 1st August 2022
- Service end date – 31st July 2027

In terms of this procurement, the companies identified from these shortlisting questions to receive the ITT will then receive a detailed set of requirements. For the purposes of this shortlisting stage bidders should assume that the ITT will include, but not be limited to;

- Provision of a range of Multi-functional printing devices to all the schools and offices
- An installation and commissioning service for each device
- A handover and training service
- A uniform maintenance service for any of the schools who have MFD's across the Trust
- An automated service that addresses all consumable needs
- A service that includes appropriate print management software
- A service that ethically disposes of equipment as necessary
- A full Service Level Agreement
- Relevant monitoring, management and reporting
- A single technical interface to the Trust ICT Team
- Technical interface into the Trusts Implementation Delivery partner (Note: All MFD delivery will be carried out through this contract and chosen partner).
- Value added services

Bidders should note the following;

- The Trust will provide a standard contract as part of the ITT Pack. The contract is expected to be with one organisation that will manage all aspects of supply/service as well as the

interface, as necessary, into their partner leasing company.

- Schools will replace their current provision once the existing lease agreements come to an end

- There will be no requirement for TUPE

## IDEA OF VOLUMES

- The Federation has a current estate of 562 devices – the majority of which are under lease agreements.

- The current estate generates an indicative annual total of 71,770,433 Mono copies

- The current estate generates an indicative annual total of 21,056,544 Colour copies

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

Value excluding VAT: £7,500,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 30123000 - Office and business machines
- 30124000 - Parts and accessories of office machines
- 30121000 - Photocopying and thermocopying equipment
- 30125000 - Parts and accessories of photocopying apparatus
- 48773000 - Print utility software package
- 50310000 - Maintenance and repair of office machinery
- 66114000 - Financial leasing services
- 72000000 - IT services: consulting, software development, Internet and support

- 80000000 - Education and training services
- 51600000 - Installation services of computers and office equipment

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

NUTS codes

- UKI - London

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

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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: £75,000,000

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

Duration in months

60

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: 10

#### **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**

Competitive procedure with negotiation

#### **IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

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

Originally published as:

Date

18 April 2022

Local time

12:00pm

Changed to:

Date

20 April 2022

Local time

12:00pm

See the [change notice](#).

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

5 May 2022

**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.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=225681](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=225681).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx)

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Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:225681)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>