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Tender

Tender for Office Supplies & Educational Furniture - The Active Learning Trust

The Active Learning Trust

F02: Contract notice

Notice identifier: 2023/S 000-007658

Procurement identifier (OCID): ocds-h6vhtk-03b358

Published 16 March 2023, 11:30am

The closing date and time has been changed to:

21 April 2023, 5:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

The Active Learning Trust

Cromwell Community College, Wenny Road, Cambridgeshire

Chatteris

PE16 6UU

Contact

Max Kent

Email

max.kent@procureservicesuk.com

Country

United Kingdom

NUTS code

UK - United Kingdom

National registration number

7903002

Internet address(es)

Main address

<https://activelearningtrust.org/>

Buyer's address

https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA43181

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

Additional information can be obtained from another address:

Procure Services (UK) Ltd

Silkwood, The Ley,

Box

SN13 8EW

Contact

Max Kent

Email

max.kent@procureservicesuk.com

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

www.mytenders.co.uk

Buyer's address

www.procureservicesuk.com

Tenders or requests to participate must be submitted electronically via

www.mytenders.co.uk

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

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Tender for Office Supplies & Educational Furniture - The Active Learning Trust

II.1.2) Main CPV code

- 30192000 - Office supplies

II.1.3) Type of contract

Supplies

II.1.4) Short description

Office Stationery, Paper & Education Supplies & Consumables.

II.1.5) Estimated total value

Value excluding VAT: £249,621

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for one lot only

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

This tender will be split into:

LOT 1 - Office & Education Supplies.

LOT 2 - Educational Furniture.

LOT 3 - LOTS 1 & 2 Combined.

II.2) Description

II.2.1) Title

General Office & Education Supplies

Lot No

1

II.2.2) Additional CPV code(s)

- 30197643 - Photocopier paper

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The Active Learning Trust wishes to review it's procurement of Office Stationery, Paper Products & Education Supplies including A4 White & Coloured Copier Paper, Exercise Books, Arts & Crafts & Office Stationery sundry items i.e. files, folders & writing equipment.

The trust currently spends GBP 249, 621 per annum on these supplies across a number of suppliers presenting the trust with the opportunity to look to consolidate products and pricing for commonly purchased items into one centrally managed supplier, ideally one with the ability to offer further improvements around software procurement integration options & punch-out ability, delivery service and CO2 reduction strategies to support our Scope 3 emissions figures.

LOT 1 - Office & Education Supplies - GBP 205,613

LOT 2 - Educational Furniture - GBP 44,008

II.2.5) Award criteria

Quality criterion - Name: Service & Quality / Weighting: 10

Quality criterion - Name: Price & Total Value / Weighting: 10

Price - Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £205,613

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The contracting authority reserves the right to request a 12 month contract extension in the event that a review or new tendering project takes longer than anticipated.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

We are open to receiving alternative product proposals e.g.:

- an alternative / own brand product selection for 'best value'
- an alternative / own brand product selection for 'sustainable products'

Please note that these alternatives will not form the basis of the main product and price evaluation as this will be conducted on a like for like basis as specified in the ALT RFP document.

II.2.12) Information about electronic catalogues

Tenders must be presented in the form of electronic catalogues or include an electronic

catalogue

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

Educational Furniture

Lot No

2

II.2.2) Additional CPV code(s)

- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The Active Learning Trust wishes to review it's procurement of Office Stationery, Paper Products & Education Supplies including A4 White & Coloured Copier Paper, Exercise Books, Arts & Crafts & Office Stationery sundry items i.e. files, folders & writing equipment.

The trust currently spends GBP 249, 621 per annum on these supplies across a number of suppliers presenting the trust with the opportunity to look to consolidate products and pricing for commonly purchased items into one centrally managed supplier, ideally one with the ability to offer further improvements around software procurement integration options & punch-out ability, delivery service and CO2 reduction strategies to support our Scope 3 emissions figures.

LOT 1 - Office & Education Supplies - GBP 205,613

LOT 2 - Educational Furniture - GBP 44,008

II.2.5) Award criteria

Quality criterion - Name: Pricing & Total Value / Weighting: 10

Quality criterion - Name: Service & Quality / Weighting: 10

Price - Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £44,008

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Extension of service & pricing is requested of incumbent provider in the future.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

Options: Yes

Description of options:

We are open to receiving alternative product proposals e.g.:

- an alternative / own brand product selection for 'best value'
- an alternative / own brand product selection for 'sustainable products'

Please note that these alternatives will not form the basis of the main product and price evaluation as this will be conducted on a like for like basis as specified in the ALT RFP document.

II.2.12) Information about electronic catalogues

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

N/A

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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

We will look to put in place a 'Service Level Agreement (SLA) mutually agreed between the winning bidder and the contracting authority following contract award.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

Originally published as:

Date

7 April 2023

Local time

5:00pm

Changed to:

Date

21 April 2023

Local time

5:00pm

See the [change notice](#).

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)

IV.2.7) Conditions for opening of tenders

Date

7 April 2023

Local time

5:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: March 2026

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=228911.

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.

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:228911)

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

Cabinet Office

London

Email

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>