

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/007658-2023>

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](mailto: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](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](http://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](mailto:max.kent@procureservicesuk.com)

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

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

Buyer's address

[www.procureservicesuk.com](http://www.procureservicesuk.com)

Tenders or requests to participate must be submitted electronically via

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