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Tender

Office Supplies for Authority Locations on the Isle of Wight

Isle of Wight Council

F02: Contract notice

Notice identifier: 2023/S 000-008375

Procurement identifier (OCID): ocds-h6vhtk-03b532

Published 22 March 2023, 3:58pm

Section I: Contracting authority

I.1) Name and addresses

Isle of Wight Council

County Hall, High Street

Newport

PO30 1UD

Contact

Mrs Vanessa Squibb

Email

vanessa.squibb@iow.gov.uk

Telephone

+44 1983821000

Country

United Kingdom

Region code

UKJ34 - Isle of Wight

Internet address(es)

Main address

<http://www.iwight.com>

Buyer's address

<http://www.iwight.com>

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=1745a22a-09c8-ed11-8120-005056b64545>

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=1745a22a-09c8-ed11-8120-005056b64545>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Office Supplies for Authority Locations on the Isle of Wight

Reference number

DN641499

II.1.2) Main CPV code

- 30192000 - Office supplies

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Isle of Wight Council (“the Authority”) invites Tenders from suitably qualified suppliers (“Potential Suppliers”) for the provision of Office Supplies for Authority Locations on the Isle of Wight.

This procurement follows the OPEN PROCEDURE under the Public Contract Regulations 2015.

The Authority requires the provision of office supplies to 20 Location points across the Isle of Wight (note – this number may increase/decrease over the term of the contract). To be ordered online using an agreed Core List of items, as well as other available products (non-core). The Location list is shown in Specification Document Annex 1 and the Core List is shown in Specification Document Annex 2.

The Authority is seeking one supplier for the provision of the office supplies contract.

In line with the Authority’s Climate and Environment Strategy (2021-2040), it is aiming to:

- Reduce single-use items across all Authority activities by at least 80% by 2030;
- Reduce carbon footprint from office waste by 85% in order to help the Authority reach net carbon zero by 2030.

The Authority expects the supplier to support these aims in the provision of office supplies

contract.

The term of the contract shall be 3 July 2023 until 2 July 2026 with the option to extend for up to a further 12 months at the sole discretion of the Authority.

Please note that this is a non-exclusive contract and no guarantees of value or volume of spend.

The closing date for receipt of Tenders is 14:00Hrs on 27 April 2023.

II.1.5) Estimated total value

Value excluding VAT: £184,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKJ34 - Isle of Wight

II.2.4) Description of the procurement

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II.2.5) Award criteria

Quality criterion - Name: Quality Methodology - Supply / Weighting: 19

Quality criterion - Name: Quality Methodology – Delivery of Goods / Weighting: 19

Quality criterion - Name: Social Value / Weighting: 10

Quality criterion - Name: Climate, Environment and UNESCO Biosphere Impact / Weighting: 7

Price - Weighting: 45

II.2.6) Estimated value

Value excluding VAT: £184,000

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

Duration in months

36

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: Yes

Description of options

There is the option to extend for up to a further 12 months at the sole discretion of the Authority

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

Potential suppliers can register their interest and download the tender pack by visiting www.procontract.due-north.com and searching for tender reference number DN641499.

The estimated values set out in this contract notice are the total estimated value for the initial term and any possible extension option(s). Potential suppliers must note that there is no guarantee of value or volume of work. This is a non-exclusive contract.

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

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

Date

27 April 2023

Local time

2:00pm

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: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

27 April 2023

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

The High Court

London

Country

United Kingdom