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Planning

## Office Supplies

THE ASSOCIATION OF NORTH EAST COUNCILS LIMITED

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-009310

Procurement identifier (OCID): ocds-h6vhtk-044b87

Published 22 March 2024, 10:09am

### Section I: Contracting authority

#### I.1) Name and addresses

THE ASSOCIATION OF NORTH EAST COUNCILS LIMITED

THE ASSOCIATION OF NORTH EAST COUNCILS LIMITED

Gateshead

NE8 3DF

#### Contact

NEPO

#### Email

[facilities.management@nepo.org](mailto:facilities.management@nepo.org)

#### Telephone

+44 1916380040

#### Country

United Kingdom

**Region code**

UK - United Kingdom

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.nepo.org/>

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Office Supplies

Reference number

NEPO502

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

- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture
  - UB05 - Office items

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

Supplies

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

The Association of North East Councils Trading as the North East Procurement Organisation (NEPO) is seeking to establish a multi-supplier, multi-lot Framework Agreement for the provision of Office Supplies including Catering Disposables, Educational Products, Electronic Consumables, and Office First Aid Kits for use by contracting authorities throughout the United Kingdom.

The purpose of the prior information notice (PIN) is to provide advance notice to the marketplace of the tendering opportunity and intentions of NEPO to hold market consultation activities with suppliers to help shape the future Framework Agreement.

NEPO are not advertising this PIN as a mechanism to reduce future procurement timescales.

NEPO intends to publish a soft market testing questionnaire via the Open eTendering system. The questionnaire will be used to assess interest in the tendering opportunity and to gain information and insight from the market to help shape the future NEPO502 Framework Agreement design. The soft market testing questionnaire will be made accessible via the Open eTendering system on Friday 22nd March 2024 with a submission deadline of midday on Tuesday 2nd April 2024.

Suppliers wishing to access and complete the soft market testing questionnaire must first

register on the eTendering system using the following link <https://www.open-uk.org>.

Guidance for how to create an account search for opportunities and respond are included within the Supplier's Hub. If you require further support, please email [open.support@nepo.org](mailto:open.support@nepo.org).

In addition, NEPO intends to hold a group market consultation meeting. NEPO intends to hold the group Market Consultation meeting, which will be advertised openly via this PIN

and will take place on Tuesday 16 April 2024. Suppliers wishing to register attendance must do so in writing to Steph Westgarth ([stephanie.westgarth@nepo.org](mailto:stephanie.westgarth@nepo.org)) no later than 5 p.m. on Thursday 11 April 2024. The Market Consultation session will be no longer than 90 minutes and NEPO intends to conduct this session virtually through online meeting platform applications. NEPO anticipates this virtual meeting session will take place via Microsoft Teams or alternative online platforms. The time of the appointment will be confirmed following the registration deadline. Suppliers wishing to attend the virtual market consultation meeting should be capable of meeting the requirements under any of the applicable lots.

Attendance at market consultation is optional and does not provide suppliers with an advantage in any future related procurement. Attendance also does not constitute as an intention to tender for any future related procurement. Please note the above dates may be subject to change depending on availability and supplier uptake.

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

Value excluding VAT: £102,000,000

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

This contract is divided into lots: Yes

### **II.2) Description**

#### **II.2.1) Title**

Office Supplies

Lot No

1

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

- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages

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

NUTS codes

- UK - United Kingdom

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

The Supply of Office Supplies

## **II.2) Description**

### **II.2.1) Title**

Electronic Consumables

Lot No

2

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

- 30124000 - Parts and accessories of office machines
- 30125000 - Parts and accessories of photocopying apparatus

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

NUTS codes

- UK - United Kingdom

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

Supply of Electronic Consumables

## **II.2) Description**

### **II.2.1) Title**

Educational Products

Lot No

3

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

- 22111000 - School books
- 22112000 - Textbooks

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

NUTS codes

- UK - United Kingdom

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

Supply of Educational products

## **II.2) Description**

### **II.2.1) Title**

Catering Disposables

Lot No

4

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

- 39222100 - Disposable catering supplies
- 39222110 - Disposable cutlery and plates
- 39222120 - Disposable cups

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

NUTS codes

- UK - United Kingdom

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

Supply of Catering Disposable products

## **II.3) Estimated date of publication of contract notice**

12 July 2024

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes