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Tender

## Office Supplies

Platform Housing Limited

F02: Contract notice

Notice identifier: 2024/S 000-013284

Procurement identifier (OCID): ocds-h6vhtk-0454d0

Published 24 April 2024, 12:05pm

## Section I: Contracting authority

### I.1) Name and addresses

Platform Housing Limited

1700 Solihull Parkway, Birmingham Business Park

Solihull

B37 7YD

### Contact

Natasha Symes

### Email

[Natasha.symes@platformhq.com](mailto:Natasha.symes@platformhq.com)

### Country

United Kingdom

**Region code**

UKF - East Midlands (England)

**Internet address(es)**

Main address

<https://www.platformhq.com/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.proactisplaza.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.proactisplaza.com/>

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

Body governed by public law

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

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

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

Office Supplies

Reference number

DN2614

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

- 39830000 - Cleaning products

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

Supplies

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

Platform Housing are a housing association with 96 of offices and schemes across the Midlands that require a range of “Office Supplies” including Stationery, Canteen Supplies, Office Furniture and Cleaning Consumables.

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

Value excluding VAT: £350,000

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

This contract is divided into lots: No

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

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

- 30190000 - Various office equipment and supplies
- 39130000 - Office furniture

- 30192000 - Office supplies
- 30199000 - Paper stationery and other items
- 30197000 - Small office equipment
- 30192700 - Stationery

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

NUTS codes

- UKF - East Midlands (England)
- UKG - West Midlands (England)

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

Platform Housing are a housing association with 96 of offices and schemes across the Midlands that require a range of “Office Supplies” including Stationery, Canteen Supplies, Office Furniture and Cleaning Consumables. In addition to this, Platform currently have 775 homeworkers that require Stationery Supplies to be delivered to their home address. We are aiming to have a catalogue of approved items that we will implement into our Proactis finance system as a Punch-out Catalogue for employees and schemes to access. We are hoping to have different catalogues and items depending on schemes or homeworking employees.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

### **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

Option to extend for 1 year.

#### **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 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: No

### **IV.2) Administrative information**

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

Date

24 May 2024

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

24 April 2024

Local time

1:00pm

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## **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 Royal Courts Of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

The Royal Courts Of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.4) Service from which information about the review procedure may be obtained**

The Cabinet Office

Cabinet Office, Whitehall

London

SW1A 2AS

Country

United Kingdom