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Tender

## **Invitation to Tender for Stationery and Office Consumables – Y22002**

Kent County Council (t/a KCS)

F02: Contract notice

Notice identifier: 2021/S 000-013339

Procurement identifier (OCID): ocids-h6vhtk-02bb8e

Published 14 June 2021, 12:26pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Kent County Council (t/a KCS)

Head Office, 1 Abbey Wood Group, Kings Hill

West Malling

ME19 4YT

#### **Contact**

Miss Tamara Stevens

#### **Email**

[csgprocurement@cs ltd.org.uk](mailto:csgprocurement@cs ltd.org.uk)

#### **Telephone**

+44 1622236716

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.commercialservices.org.uk](http://www.commercialservices.org.uk)

Buyer's address

[www.commercialservices.org.uk](http://www.commercialservices.org.uk)

**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

<https://procontract.due-north.com/Advert/Index?advertId=229fd391-fbcc-eb11-810c-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=229fd391-fbcc-eb11-810c-005056b64545>

**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**

Invitation to Tender for Stationery and Office Consumables – Y22002

Reference number

DN549944

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

- 30192000 - Office supplies

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

Supplies

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

This Framework is for the provision of Stationery and Office Consumables

The Agreement is divided into 7 Lots.

Lot 1 – Dividers, Indices and Guides

Lot 2 – Notebooks

Lot 3 – Correction Media, Erasers and Sharpeners

Lot 4 – Measuring and Drawing Equipment and Calculators

Lot 5 – Scissors

Lot 6 – Hole Punches, Staplers and Office Fasteners

Lot 7 – Office Consumables

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

Value excluding VAT: £6,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

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

Dividers, Indices and Guides

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**

Lot 1 – Dividers, Indices and Guides

A range of dividers, indices and guide cards in various sizes, colours and pack sizes.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

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: 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

### **II.2.14) Additional information**

To gain access and complete the necessary documents please follow the instruction below

Visit - [WWW.Kentbusinessportal.org.uk](http://WWW.Kentbusinessportal.org.uk)

Select - Opportunities

Select Organisation - Commercial Services

Select the opportunity appropriate to you from the list provided

Express interest - you may need to register first

Once successful expression is completed you can access and complete the requirements in two ways

1 - when you register you will receive a successful registration email, this also contains an link taking you direct to the opportunity

2 - when you log in to proactis go to my activities, select commercial services and you will be presented with the opportunity.

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## **II.2) Description**

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

Notebooks

Lot No

2

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

- 22810000 - Paper or paperboard registers

**II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

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

Lot 2 – Notebooks

A range of notebooks in various sizes and rulings.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

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: 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

## **II.2.14) Additional information**

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## **II.2) Description**

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

Correction Media, Erasers and Sharpeners

Lot No

3

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

- 30192100 - Erasers

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

NUTS codes

- UK - United Kingdom

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

Lot 3 – Correction Media, Erasers and Sharpeners

A range of correction media, erasers and sharpeners varied in sizes and pack sizes.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

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: 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

#### **II.2.14) Additional information**

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## **II.2) Description**

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

Measuring and Drawing Equipment and Calculators

Lot No

4

### **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**

Lot 4 –Measuring and Drawing Equipment and Calculators

A range of measuring equipment and calculators for various applications

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

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: 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

**II.2.14) Additional information**

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## **II.2) Description**

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

Scissors

Lot No

5

### **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**

Lot 5 – Scissors

A range of scissors in different sizes for various uses

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

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: 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

#### **II.2.14) Additional information**

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

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

## Hole Punches, Staplers and Office Fasteners

Lot No

6

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

- 30197320 - Staplers

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

NUTS codes

- UK - United Kingdom

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

Lot 6 – Hole Punches, Staplers and Office Fasteners

A range of hole punches, staplers and office fasteners in various sizes for various uses.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

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: 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

#### **II.2.14) Additional information**

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

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

Office Consumables

Lot No

7

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

- 30192000 - Office supplies

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

NUTS codes

- UK - United Kingdom

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

Lot 7 – Office Consumables

A range of equipment for use within office and educational establishments including desktop accessories, storage and IT peripherals.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

48

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: 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

#### **II.2.14) Additional information**

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## **Section IV. Procedure**

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

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

In the case of framework agreements, provide justification for any duration exceeding 4 years:

#### **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

20 July 2021

Local time

2:00pm

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

English

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

Date

20 July 2021

Local time

2:15pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

To gain access and complete the necessary documents please follow the instruction below

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in two ways

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## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Commercial Services Kent Ltd

1 Abbey Wood Road

Kings Hill

ME19 4YT

Country

United Kingdom