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Tender

IT Hardware, Software and Consumables Framework

NORTHERN GAS NETWORKS LIMITED

F05: Contract notice – utilities

Notice identifier: 2024/S 000-014935

Procurement identifier (OCID): ocds-h6vhtk-045889

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Section I: Contracting entity

I.1) Name and addresses

NORTHERN GAS NETWORKS LIMITED

1100 Ceturty Way, Thorpe Park Business Centre, Colton

LEEDS

LS158TU

Contact

Rebecca Handforth

Email

rhandforth@northerngas.co.uk

Telephone

+44 7935077342

Country

United Kingdom

Region code

UKE42 - Leeds

Companies House

NORTHERN GAS NETWORKS LIMITED

Internet address(es)

Main address

<http://www.northerngasnetworks.co.uk/procurement>

I.3) Communication

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

<http://www.northerngasnetworks.co.uk/procurement>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.6) Main activity

Production, transport and distribution of gas and heat

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

IT Hardware, Software and Consumables Framework

II.1.2) Main CPV code

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

II.1.3) Type of contract

Supplies

II.1.4) Short description

The purpose of this contract is for a selection of suppliers to be contracted under a Framework for the supply and delivery of IT Hardware, Software and Consumables ("Opportunity") across our delivery locations (subject to change) across the Northern Gas Networks region.

The current expectations are to add up to five (5) partners (dependent on tender qualification and subsequent award) to carry out the supply to NGN.

The IT Hardware, Software and Consumables Framework is to include (but is not limited to) products such as:

- IT Hardware e.g. laptops, tablets, phones, servers
- IT Software Licences (Off the Shelf software Products and support and maintenance)
- Data media Storage Products e.g. CD's, DVD's, Memory Sticks
- Networking Items e.g. cables, routers, access points
- Audio-visual Equipment
- IT Consumables
- Chargers & USB cables
- Encrypted USB sticks

- Video adapters / video cables
- Wireless keyboard & mice
- Phone holders
- Printer ink
- Microphone Headsets
- Docking Stations & adaptors

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages
- 31000000 - Electrical machinery, apparatus, equipment and consumables; lighting
- 48000000 - Software package and information systems
- 72000000 - IT services: consulting, software development, Internet and support

II.2.3) Place of performance

NUTS codes

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)

II.2.4) Description of the procurement

The purpose of this contract is for a selection of suppliers to be contracted under a Framework for the supply and delivery of IT Hardware, Software and Consumables ("Opportunity") across our delivery locations (subject to change) across the NGN network.

The current expectations are to add up to five (5) partners (dependent on tender qualification and subsequent award) to carry out the supply to NGN.

The IT Hardware, Software and Consumables Framework is to include (but is not limited to) products such as:

- IT Hardware e.g. laptops, tablets, phones, servers
- IT Software Licences (Off the Shelf software Products and support and maintenance)
- Data media Storage Products e.g. CD's, DVD's, Memory Sticks
- Networking Items e.g. cables, routers, access points
- Audio-visual Equipment
- IT Consumables
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- Encrypted USB sticks
- Video adapters / video cables
- Wireless keyboard & mice
- Phone holders
- Printer ink
- Microphone Headsets
- Docking Stations & adaptors

NGN are looking for suppliers to participate in a process for the quotation, purchase, supply and delivery of IT Hardware, Software and Consumables. This process will need to include (but may not be limited to) the below requirements:

- System based (email) method of requesting a quote
- Suppliers must quote on all requests - large and small
- Dedicated contact (email and phone details)

- Quotation turnaround time of 2 business day (based on a 9 hour day)
- Quotations to include stock availability and delivery times but all quotations must include free delivery
- Technical advice and suggestions on alternatives to what we are getting quotes for (i.e if a product has been superseded or in short supply etc). We often use Amazon as a guide to what we are wanting, but if there is a better product, or a product that has more availability, we would expect to be advised
- Supplier to reserve stock for up to 1 week minimum to ensure supply based on our authorisation process
- Free delivery on ALL items and delivery within 3 working days (unless other delivery date is specified and agreed at quotation stage)
- Supplier working hours to be in line with NGN working times (Monday to Friday 08:30 to 17:30)
- Weekly summary via email of all outstanding orders
- Details of the supplier's escalation process and kept up to date by the supplier
- Details of the supplier's Supply Chain escalation process and kept up to date by the supplier
- Return of faulty / damaged / not required items
- Proof of Delivery
- Accreditation status with major suppliers (Dell / Lenovo / Microsoft / Samsung / other)

NGN require a monthly summary of any outstanding purchase orders still awaiting payment, along with summary of all outstanding orders.

Alongside monthly reports, quarterly Service Reviews with key NGN business stakeholders will be required.

Framework partners will also be required to work with our account management teams at Dell, Lenovo, Microsoft, Samsung, EPOS Sennheiser.

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

36

This contract is subject to renewal

Yes

Description of renewals

3 x 1 year extension provisions available for NGN to use at our discretion

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Negotiated procedure with prior call for competition

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

9 June 2024

Local time

12:00pm

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

English

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

Northern Gas Networks

Leeds

Email

rhandforth@northerngas.co.uk

Country

United Kingdom

Internet address

www.northerngasnetworks.co.uk/procurement