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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

Published 10 May 2024, 11:06am

### **Section I: Contracting entity**

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

NORTHERN GAS NETWORKS LIMITED

1100 Ceturly Way, Thorpe Park Business Centre, Colton

LEEDS

LS158TU

#### **Contact**

Rebecca Handforth

#### **Email**

[rhandforth@northerngas.co.uk](mailto: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

[www.northerngasnetworks.co.uk/procurement](http://www.northerngasnetworks.co.uk/procurement)

**I.3) Communication**

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

[www.northerngasnetworks.co.uk/procurement](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

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## **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
- Chargers & USB cables
- 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

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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**

Northern Gas Networks

Leeds

Email

[rhandforth@northerngas.co.uk](mailto:rhandforth@northerngas.co.uk)

Country

United Kingdom

Internet address

[www.northerngasnetworks.co.uk/procurement](http://www.northerngasnetworks.co.uk/procurement)