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Tender

Provision of Office Supplies

North East Lincolnshire Borough Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-018840

Procurement identifier (OCID): ocds-h6vhtk-050c75 ([view related notices](#))

Published 2 May 2025, 3:12pm

Scope

Reference

96254

Description

The Authority requires a stationary service contract to ensure a consistent supply of essential office materials.

Total value (estimated)

- £70,000 excluding VAT
- £84,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 20 June 2025 to 20 June 2028
- Possible extension to 20 May 2030
- 4 years, 11 months, 1 day

Description of possible extension:

2 x 12 month optional extensions

Main procurement category

Goods

CPV classifications

- 30192000 - Office supplies
- 30190000 - Various office equipment and supplies
- 30192700 - Stationery
- 30197000 - Small office equipment
- 30199000 - Paper stationery and other items

Contract locations

- UK - United Kingdom

Participation

This procurement is reserved for

Suppliers from Lincolnshire

Conditions of participation

GDPR: Pass/Fail Indemnity and Insurance: Pass/Fail Cloud Security Requirements
Please refer to the associated tender documents for further details on the conditions of participation.

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

20 May 2025, 5:00pm

Tender submission deadline

23 May 2025, 12:00pm

Submission address and any special instructions

https://uk.eu-supply.com/app/rfq/rw/entrance_s.asp?PID=90746&B=

Tenders may be submitted electronically

Yes

Award criteria

Name	Type	Weighting
Cost	Price	60%
Order / Delivery Process	Quality	15%
Account Management	Quality	10%
Customer Service and Complaints Handling	Quality	10%
Social Value and The Local Environment	Quality	5%

Procedure

Procedure type

Below threshold - open competition

Contracting authority

North East Lincolnshire Borough Council

- Public Procurement Organisation Number: PXNN-3676-XCQV

Municipal Offices, Town Hall Square

Grimsby, North East Lincolnshire

DN31 1HU

United Kingdom

Email: procurement@nelincs.gov.uk

Website: <https://www.nelincs.gov.uk>

Region: UKE13 - North and North East Lincolnshire

Organisation type: Public authority - sub-central government