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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

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## **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)

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

## Tenders may be submitted electronically

Yes

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## 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%

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## Procedure

### Procedure type

Below threshold - open competition

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## 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](mailto:procurement@nelincs.gov.uk)

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

Region: UKE13 - North and North East Lincolnshire

Organisation type: Public authority - sub-central government