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Tender

Office Solutions

The Minister for the Cabinet Office acting through Crown Commercial Service

F02: Contract notice

Notice identifier: 2023/S 000-020017

Procurement identifier (OCID): ocids-h6vhtk-03a3ed

Published 12 July 2023, 4:36pm

The closing date and time has been changed to:

23 August 2023, 3:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

The Minister for the Cabinet Office acting through Crown Commercial Service

9th Floor The Capital Building, Old Hall Street

Liverpool

L3 9PP

Email

supplier@crowncommercial.gov.uk

Telephone

+44 3150103503

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.gov.uk/ccs>

I.3) Communication

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

<https://crowncommercialservice.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://crowncommercialservice.bravosolution.co.uk>

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

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

Other activity

Public Procurement

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Office Solutions

Reference number

RM6299

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

Crown Commercial Service (CCS) is seeking to establish a framework contract with suppliers for the provision of office stationery supplies and electronic office supplies.

The supplier shall be required to provide the deliverables (e.g. goods and services) to all public sector organisations throughout the United Kingdom including but not limited to;

office stationery

facility peripherals (janitorial/cleaning products)

paper and paper based products

electronic office supplies (EOS)

office furniture

ergonomic products

catering products

This new Framework contract will be for a period of 3 (three) years with an option to extend for one further 12 (twelve) month period.

The new Framework contract will be split into 3 Lots as follows

Lot 1 - Office Stationery and Electronic Office Supplies (EOS) (Single Supplier)

Lot 2 - Office Stationery and Electronic Office Supplies (EOS) (Multi Supplier)

Lot 3 - Electronic Office Supplies (EOS) (Single Supplier)

This mandate is to replace the current RM6059 Office Supplies framework, which has two single supplier lots and one multi-supplier lot offering a product range similar to the above.

This Agreement will replace RM6059 Office Supplies Framework which was awarded April 20 as a 2+1+1 Agreement (Lots 1 & 3 were awarded Sep 20 due to Covid-19)

All lots for RM6059 will co-terminate at the same time, 5 April 2024.

The full specification is set out in framework Schedule 1 (Specification).

II.1.5) Estimated total value

Value excluding VAT: £400,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Suppliers cannot be awarded both Lot 1 and Lot 3 - there are no restrictions on Lot 2. Therefore, a Bidder may be awarded a place on Lot 2 in addition to being awarded either Lot 1 or Lot 3. Bidders are advised to read the tender documents for further information.

II.2) Description

II.2.1) Title

Office Stationery and Electronic Office Supplies (EOS) (Single Supplier)

Lot No

1

II.2.2) Additional CPV code(s)

- 22111000 - School books
- 22600000 - Ink
- 22610000 - Printing ink
- 22830000 - Exercise books
- 22832000 - Exercise papers
- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages
- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture
- 30125000 - Parts and accessories of photocopying apparatus
- 30125100 - Toner cartridges
- 30125110 - Toner for laser printers/fax machines
- 30125120 - Toner for photocopiers
- 30125130 - Toner for data-processing and research and documentation centres
- 30190000 - Various office equipment and supplies
- 30192000 - Office supplies
- 30192113 - Ink cartridges
- 30192700 - Stationery
- 30197000 - Small office equipment

- 30197600 - Processed paper and paperboard
- 30197642 - Photocopier paper and xerographic paper
- 30197643 - Photocopier paper
- 30199000 - Paper stationery and other items
- 30199230 - Envelopes
- 30199710 - Printed envelopes
- 30230000 - Computer-related equipment
- 30234000 - Storage media
- 30237200 - Computer accessories
- 33141623 - First-aid boxes
- 37800000 - Handicraft and art supplies
- 38112100 - Global navigation and positioning systems (GPS or equivalent)
- 38650000 - Photographic equipment
- 39113700 - Footrests
- 39130000 - Office furniture
- 39162000 - Educational equipment
- 39162110 - Teaching supplies
- 39220000 - Kitchen equipment, household and domestic items and catering supplies
- 39800000 - Cleaning and polishing products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

All office solutions products, including stationery and EOS.

This is a single Supplier Lot.

Lot 1 will be awarded to a single supplier as a result of the eAuction as documented in the ITT.

This lot is for direct award.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 0

Quality criterion - Name: Price / Weighting: 100

Price - Weighting: 100

II.2.6) Estimated value

Value excluding VAT: £175,000,000

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

The initial duration of the Framework is 36 months, with an option to extend the duration of the Framework Contract for any period or periods up to a maximum of one (1) twelve (12) month extension period in total from the expiry of the Initial Period.

CCS reserve the right to extend lots by varying durations

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

CCS will conduct an eAuction for Lot 1.

CCS reserves the right to not perform an eAuction and to revert to a sealed bid price evaluation, where the lowest price will be awarded maximum price score.

The framework will be established for 36 months with the option to extend for up to 1 further period of 12 months.

II.2) Description

II.2.1) Title

Office Stationery and Electronic Office Supplies (EOS)

Lot No

2

II.2.2) Additional CPV code(s)

- 22111000 - School books
- 22600000 - Ink
- 22610000 - Printing ink
- 22830000 - Exercise books
- 22832000 - Exercise papers

- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages
- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture
- 30125000 - Parts and accessories of photocopying apparatus
- 30125100 - Toner cartridges
- 30125110 - Toner for laser printers/fax machines
- 30125120 - Toner for photocopiers
- 30125130 - Toner for data-processing and research and documentation centres
- 30190000 - Various office equipment and supplies
- 30192000 - Office supplies
- 30192113 - Ink cartridges
- 30192700 - Stationery
- 30197000 - Small office equipment
- 30197600 - Processed paper and paperboard
- 30197642 - Photocopier paper and xerographic paper
- 30197643 - Photocopier paper
- 30199000 - Paper stationery and other items
- 30199230 - Envelopes
- 30199710 - Printed envelopes
- 30230000 - Computer-related equipment
- 30234000 - Storage media
- 30237200 - Computer accessories

- 33141623 - First-aid boxes
- 37800000 - Handicraft and art supplies
- 38112100 - Global navigation and positioning systems (GPS or equivalent)
- 38650000 - Photographic equipment
- 39113700 - Footrests
- 39130000 - Office furniture
- 39162000 - Educational equipment
- 39162110 - Teaching supplies
- 39220000 - Kitchen equipment, household and domestic items and catering supplies
- 39800000 - Cleaning and polishing products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

All office solutions products, including stationery and EOS. This is a multi Supplier Lot.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 50

Quality criterion - Name: Price / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £170,000,000

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

The initial duration of the Framework is 3 years, with an option to extend the duration of the Framework Contract for any period or periods up to a maximum of one (1) twelve (12) month extension period in total from the expiry of the Initial Period.

CCS reserve the right to extend lots by varying durations

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

The framework will be established for 36 months with the option to extend for up to 1 further period of 12 months.

II.2) Description

II.2.1) Title

Electronic Office Supplies (EOS)

Lot No

3

II.2.2) Additional CPV code(s)

- 22600000 - Ink
- 22610000 - Printing ink
- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages
- 30125000 - Parts and accessories of photocopying apparatus
- 30125100 - Toner cartridges
- 30125110 - Toner for laser printers/fax machines
- 30125120 - Toner for photocopiers
- 30125130 - Toner for data-processing and research and documentation centres
- 30192113 - Ink cartridges

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

EOS only. This is a single supplier Lot.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 0

Quality criterion - Name: Price / Weighting: 100

Price - Weighting: 100

II.2.6) Estimated value

Value excluding VAT: £55,000,000

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

The initial duration of the Framework is 3 years (36 months) with an option to extend the duration of the Framework Contract for any period or periods up to a maximum of one (1) twelve (12) month extension period in total from the expiry of the Initial Period.

CCS reserve the right to extend lots by varying durations

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

CCS will conduct an eAuction for Lot 3.

CCS reserves the right to not perform an eAuction and to revert to a sealed bid price evaluation, where the lowest price will be awarded maximum price score.

The framework will be established for 36 months with the option to extend for up to 1 further period of 12 months.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Candidates will be assessed in accordance with Section 5 of the 2015 Public Contract Regulations (implementing the directive) on the basis of information provided in response to an invitation to tender (ITT) registering for access.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Not mandatory

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

IV.1.6) Information about electronic auction

An electronic auction will be used

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-003879](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Originally published as:

Date

11 August 2023

Local time

3:00pm

Changed to:

Date

23 August 2023

Local time

3:00pm

See the [change notice](#).

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 14 February 2024

IV.2.7) Conditions for opening of tenders

Date

11 August 2023

Local time

3:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

As part of this contract notice the following documents can be accessed at:

<https://www.contractsfinder.service.gov.uk/Notice/3d9ab200-8a6d-4f55-83d5-adf758cb663c>

- 1) Contract notice transparency information for the agreement;
- 2) Contract notice authorised customer list;
- 3) Rights reserved for CCS framework.

The Government Security Classifications (GSC) Policy came into force on 2 April 2014 and describes how HM Government classifies information assets to ensure they are appropriately protected. It applies to all information that the Government collects, stores, processes, generates or shares to deliver services and conduct business.

Cyber Essentials is a mandatory requirement for Central Government contracts which involve handling personal information or provide certain ICT products/services. Government is taking steps to reduce the levels of cyber security risk in its supply chain through the Cyber Essentials scheme. The scheme defines a set of controls which, when implemented, will provide organisations with basic protection from the most prevalent forms of threat coming from the internet. To participate in this procurement, bidders must be able to demonstrate they comply with the technical requirements prescribed by Cyber Essentials, for services under and in connection with this procurement.

Refer to <https://www.ncsc.gov.uk/information/cyber-essentials-faqs> for more information.

Some purchases under this framework Agreement may have requirements that can be met

under this Framework Agreement but the purchase of which may be exempt from the Procurement Regulations (as defined in Attachment 1 – About the framework within the invitation to tender documentation). In such cases, Call-offs from this Framework will be unregulated purchases for the purposes of the Procurement Regulations, and the buyers may, at their discretion, modify the terms of the Framework and any Call-off Contracts to reflect that buyer's specific needs.

Registering for access:

This procurement will be managed electronically via the eSourcing suite. This will be the route for sharing all information and communicating with bidders. If you have recently registered on the eSourcing suite for another CCS procurement you can use the same account for this new procurement. If not, you will first need to register your organisation on the portal.

Use the following link for information on how register and use the eSourcing tool:

<https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers>

For assistance please contact the eSourcing Help desk operated by email at eEnablement@crowncommercial.gov.uk or call 0345 410 2222.

VI.4) Procedures for review

VI.4.1) Review body

The Minister for the Cabinet Office acting through Crown Commercial Service

9th Floor, The Capital, Old Hall Street

Liverpool

L3 9PP

Email

supplier@crowncommercial.gov.uk

Telephone

+44 3450103503

Country

United Kingdom

