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Tender

## **Plymouth Cast Multi Academy Trust - Provision of Multi Functional Devices**

Plymouth Cast Multi Academy Trust

F02: Contract notice

Notice identifier: 2024/S 000-021219

Procurement identifier (OCID): ocds-h6vhtk-047c8c

Published 11 July 2024, 11:19am

### **Section I: Contracting authority**

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

Plymouth Cast Multi Academy Trust

Edmund Rice Building, St Boniface's RC College, 21 Boniface Lane, Manadon Park,

Plymouth

PL5 3AG

#### **Contact**

Tina Parkes

#### **Email**

[tparkes@plymouthcast.org.uk](mailto:tparkes@plymouthcast.org.uk)

#### **Telephone**

+44 1752686710

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.mytenders.co.uk](http://www.mytenders.co.uk)

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA43212](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA43212)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://www.mytenders.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.mytenders.co.uk>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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**Section II: Object**

## **II.1) Scope of the procurement**

### **II.1.1) Title**

Plymouth Cast Multi Academy Trust - Provision of Multi Functional Devices

### **II.1.2) Main CPV code**

- 30121100 - Photocopiers

### **II.1.3) Type of contract**

Supplies

### **II.1.4) Short description**

The Trust requires a Contractor to undertake a multifunctional device service in accordance with this service specification and the associated tender documents.

The Contract will be for the provision to supply services and goods to the Client and will include Multi-Functional Devices (MFD's) and Print Management Software. The Contractor will be responsible for the supply of hardware, software, consumables, and replacement parts. The Contractor will also provide installation, maintenance, removal, disposal, and training services to the Client.

### **II.1.5) Estimated total value**

Value excluding VAT: £900,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 30121100 - Photocopiers

### **II.2.3) Place of performance**

NUTS codes

- UKK25 - Dorset
- UKK4 - Devon

- UKK41 - Plymouth
- UKK42 - Torbay
- UKK3 - Cornwall and Isles of Scilly

Main site or place of performance

Plymouth Cast Multi Academy Trust, 21 Boniface Lane, Plymouth PL5 3AG

#### **II.2.4) Description of the procurement**

The Contract will be for the provision to supply services and goods to the Client and will include Multi-Functional Devices (MFD's) and Print Management Software. The Contractor will be responsible for the supply of hardware, software, consumables, and replacement parts. The Contractor will also provide installation, maintenance, removal, disposal, and training services to the Client.

#### **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

60

This contract is subject to renewal

No

#### **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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **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

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

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

Date

23 August 2024

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

23 August 2024

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

#### **VIRTUAL Q&A**

A Virtual Q&A session will be held to give Bidders the opportunity to seek further clarification on the tender pack, instructions on the tender submission and provide information on any other part the tender process that will assist them in formulating a bid for this tender opportunity.

Details for the Virtual Q&A Session are as follows:

Virtual: MS Teams – Link is in the Tender Documents

Date: Monday 22nd July 2024

Time: 10:00 – 11:00

Bidders that wish to participate are requested to book on the session via the tendering portal.

The following information is required for Bidders to secure their booking:

- a. Attendee Name(s)
- b. Attendee Job Role
- c. Attendee Email Address

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=232159](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=232159).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the

electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:232159)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Plymouth Cast Multi Academy Trust

Edmund Rice Building, St Boniface's RC College, 21 Boniface Lane, Manadon Park,

Plymouth

PL5 3AG

Email

[tparkes@plymouthcast.org.uk](mailto:tparkes@plymouthcast.org.uk)

Telephone

+44 1752686710

Country

United Kingdom

Internet address

<https://www.plymouthcast.org.uk/>

### **VI.4.2) Body responsible for mediation procedures**

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>

**VI.4.4) Service from which information about the review procedure may be obtained**

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>