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Tender

## **Office and Janitorial Products**

THAMES WATER UTILITIES LIMITED

F05: Contract notice – utilities

Notice identifier: 2023/S 000-022708

Procurement identifier (OCID): ocds-h6vhtk-03ed09

Published 4 August 2023, 11:21am

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

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

THAMES WATER UTILITIES LIMITED

RG1 8DB

Reading

RG18DB

#### **Contact**

Thames Water

#### **Email**

[procurement.support CENTRE@thameswater.co.uk](mailto:procurement.support CENTRE@thameswater.co.uk)

#### **Country**

United Kingdom

**Region code**

UKJ11 - Berkshire

**Companies House**

02366661

**Internet address(es)**

Main address

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

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

The contract is awarded by a central purchasing body

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.thameswater.co.uk/about-us/our-suppliers/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**

Water

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**Section II: Object****II.1) Scope of the procurement****II.1.1) Title**

Office and Janitorial Products

Reference number

FA2047

**II.1.2) Main CPV code**

- 30192000 - Office supplies

**II.1.3) Type of contract**

Supplies

**II.1.4) Short description**

Thames Water Utilities Limited are seeking to award a single supplier to supply and deliver office supplies, and Janitorial Products to over 200 sites across Thames Valley and London. The scope does not include office furniture, printing services and IT equipment.

We are looking to partner with a supplier who supports in delivering value for money through analysis of spend trends, standardization and require a supplier who will collaborate with Thames Water making recommendations for improvement and optimisation. Thames Water will also look at environmental products being recommended as alternatives when purchasing products on catalogue. Thames Water will require the supplier to offer easy ordering solutions for our end-users via SAP punch-out and online ordering portals.

Thames Water would also require a supplier who has the capabilities and systems to help eliminate non-complaint spend, offer data led reporting and insight to help Thames Water identify cost savings, identify high "spenders", rationalize the core-list of products, and identify sustainability drivers.

**II.1.5) Estimated total value**

Value excluding VAT: £3,800,000

**II.1.6) Information about lots**

This contract is divided into lots: No

**II.2) Description****II.2.2) Additional CPV code(s)**

- 30197000 - Small office equipment
- 30199000 - Paper stationery and other items

- 39800000 - Cleaning and polishing products

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

NUTS codes

- UKI - London
- UKJ - South East (England)

Main site or place of performance

Whole of Thames Water region.

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

Thames Water Utilities Limited is the UK's largest water and wastewater services provider employing over 6,500 people and serving 15 million customers - approximately 22% of the England and Wales population.

Thames Water Utilities Limited are seeking to award a single supplier to supply and deliver office supplies, and Janitorial Products to over 200 sites across Thames Valley and London. The scope does not include office furniture, printing services and IT equipment.

We are looking to partner with a supplier who supports in delivering value for money through analysis of spend trends, standardization and require a supplier who will collaborate with Thames Water making recommendations for improvement and optimisation. Thames Water will also look at environmental products being recommended as alternatives when purchasing products on catalogue. Thames Water will require the supplier to offer easy ordering solutions for our end-users via SAP punch-out and online ordering portals.

Thames Water would also require a supplier who has the capabilities and systems to help eliminate non-complaint spend, offer data led reporting and insight to help Thames Water identify cost savings, identify high "spenders", rationalize the core-list of products, and identify sustainability drivers.

In 2022 we placed over 4000 orders, therefore it is a mandatory requirement that we are able to purchase products via punch-out catalogue. We will be looking for the supplier to provide great service, with delivery within 2 days on core list items.

We want to work with a Service Provider that shares our values, immerses itself in our challenges, strategy and industry and which, using this deep understanding, will help us to deliver our goals and objectives for this contract.

The scope of this agreement will be to:

- To supply a range of stationery, office supplies and janitorial products (excluding office furniture and IT equipment) which will be used by the Thames Water staff during their normal duties and to be delivered across the whole of our operating region, including over 200 Thames Water sites cooperate offices and operational sites.
- To offer easy ordering solutions for our end-users via SAP punch-out and online ordering portals.
- Provide a core offering of both Branded and own-brand, and environmentally-friendly products.
- Assist Thames Water to minimise off-core list purchases.
- Assist Thames Water in transitioning to scheduled delivery days during the life of the contact.
- Offer data lead reporting and insight to help Thames Water identify cost savings, identify high "spenders", and identify sustainability drivers.
- Provide reports on ESG activities to Thames Water so we can provide ESG reports to stakeholders.
- The ability to offer the collection of Ink cartages and items to close the loop of purchasing and waste management.
- Thames Water aims to have 70% of all items purchased through the "core" list, therefore the supplier must be able to encourage and control TW operatives to purchase through the core list of products.

The service provider will ensure that deliveries are free irrespective of quantity on all items purchased across the Thames Water region and will deliver all "core" products within 2 working days. All-carriage shall be free-of-charge with no charge for any administration.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £3,800,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

72

This contract is subject to renewal

Yes

Description of renewals

Any agreement awarded would be for an initial duration of 3 years with options for Thames Water Utilities Limited to extend annually up to a maximum of 6 years.

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 10

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **II.2.11) Information about options**

Options: Yes

Description of options

Any agreement awarded would be for an initial duration of 3 years with options for Thames Water Utilities Limited to extend annually up to a maximum of 6 years.

### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

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## **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

As detailed in the PQQ.

#### **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.1.4) Objective rules and criteria for participation**

List and brief description of rules and criteria

As detailed in Section VI.3 and the PQQ.

#### **III.1.6) Deposits and guarantees required**

Bonds and/or parent company guarantees of performance and financial standing may be required.

#### **III.1.7) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

As detailed in the ITN.

#### **III.1.8) Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

Consortia may be required to form a legal entity prior to any award.

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As detailed in the ITN.

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## **Section IV. Procedure**

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

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

Negotiated procedure with prior call for competition

#### **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 a single operator

#### **IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

#### **IV.1.6) Information about electronic auction**

An electronic auction will be used

Additional information about electronic auction

Thames Water reserve the right to conduct an e-auction.

#### **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

21 August 2023

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: Yes

### **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**

All suppliers who wish to respond to this contract notice must request a pre-qualification questionnaire (PQQ) by using the web link in

Section I.3 ([www.thameswater.co.uk/procurement](http://www.thameswater.co.uk/procurement))

From your response to the link in Section I.3 or above, Thames Water's Procurement Support Centre will send you an email providing login details for our eSourcing system (i.e. IASTA Smartsource). To complete the PQQ you will need to login to IASTA Smartsource.

If the project requires it, you will receive an additional and separate survey to complete for Data Protection.

Note - The client may be Thames Water Utilities Limited or another company within the Kemble Water group structure.

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

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

Thames Water Utilities Limited

Head Office

Reading

RG1 8DB

Email

[procurement.supportcentre@thameswater.co.uk](mailto:procurement.supportcentre@thameswater.co.uk)

Country

United Kingdom

Internet address

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

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Thames Water Utilities Limited will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into.

The Utilities Contracts Regulations 2016 (SI 2016 No 274) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).