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Tender

National Public Sector Workplace Supplies and Services Framework

Dartford Borough Council
Dukefield Procurement

F02: Contract notice

Notice identifier: 2024/S 000-024908

Procurement identifier (OCID): ocds-h6vhtk-04889c

Published 7 August 2024, 3:24pm

Section I: Contracting authority

I.1) Name and addresses

Dartford Borough Council

Civic Centre, Home Gardens

Dartford

DA1 1DR

Contact

Dartford Borough Council Procurement Team

Email

procurement@dartford.gov.uk

Telephone

+44 1322343234

Country

United Kingdom

Region code

UKJ4 - Kent

Internet address(es)

Main address

<http://www.dartford.gov.uk/>

Buyer's address

<http://www.dartford.gov.uk/>

I.1) Name and addresses

Dukefield Procurement

Parkside House, 167 Chorley New Road

Bolton

BL1 4RA

Email

info@dukefieldprocurement.co.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

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

I.2) Information about joint procurement

The contract involves 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://procontract.duenorth.com/Advert/Index?advertId=5c6e6565-e353-ef11-812e-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.duenorth.com/Advert/Index?advertId=5c6e6565-e353-ef11-812e-005056b64545>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

National Public Sector Workplace Supplies and Services Framework

Reference number

DN736567

II.1.2) Main CPV code

- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Contracting Authority wishes to award a Framework Agreement for the provision of a suite of workplace supplies and services to include, but not be limited to, the supply of office stationery and supplies, office supplies, paper and print consumables, and cleaning and janitorial supplies including paper and hygiene products and PPE and associated services to fulfil the requirements of the wider public sector.

The Contracting Authority wishes to establish a Framework Agreement to meet the workplace supplies and services needs of organisations across the entire public sector across three Lots as detailed below; covering the broad range of workplace supplies and services detailed above and within the Invitation to Tender documentation. The framework is let on behalf of the Dartford Borough Council but will also be open for use by all other public sector contracting authorities (and any future successors to these organisations), (as defined in Part 1, General, 2 (1) of the Public Contract Regulations 2015) or their agents. These include but are not limited to central government departments and their agencies, non-departmental public bodies (NDPBs), NHS bodies (including; acute trusts, ambulance trusts, primary care trusts, care trusts, NHS hospital trusts, strategic health authorities, mental health trusts, special health authorities), local authorities, police authorities, emergency services, educational establishments (including schools, universities, academies, academies trusts, free schools, colleges of further education), hospices, national parks and registered social landlords who have a need to purchase these services.

Full details of the classification of end user establishments and geographical areas is available on: <https://www.dukefieldprocurement.co.uk/fts-eligible-users>

Please refer to details further in this notice for Lot specific CPV codes.

II.1.5) Estimated total value

Value excluding VAT: £170,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

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

The framework will consist of three Lots as detailed below:

Lot 1 - National Workplace Supplies and Services One-Stop-Shop

Lot 2 - Office Supplies, Paper and Print Consumables

Lot 3 - Cleaning and Janitorial Supplies including Paper and Hygiene Products and PPE

The Contracting Authority is looking to appoint up to five suppliers for Lot 1, up to three suppliers on Lot 2 and up to three suppliers on Lot 3.

II.2) Description

II.2.1) Title

National Workplace Supplies and Services One-Stop-Shop

Lot No

1

II.2.2) Additional CPV code(s)

- 18100000 - Occupational clothing, special workwear and accessories
- 18200000 - Outerwear
- 18300000 - Garments
- 18400000 - Special clothing and accessories
- 18800000 - Footwear
- 22100000 - Printed books, brochures and leaflets
- 22200000 - Newspapers, journals, periodicals and magazines
- 22400000 - Stamps, cheque forms, banknotes, stock certificates, trade advertising material, catalogues and manuals
- 22800000 - Paper or paperboard registers, account books, binders, forms and other articles of printed stationery
- 22900000 - Miscellaneous printed matter
- 24000000 - Chemical products
- 30192000 - Office supplies
- 30200000 - Computer equipment and supplies
- 33141620 - Medical kits
- 33141623 - First-aid boxes
- 33700000 - Personal care products
- 35110000 - Firefighting, rescue and safety equipment
- 35810000 - Individual equipment
- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 51000000 - Installation services (except software)
- 55200000 - Camping sites and other non-hotel accommodation

- 64000000 - Postal and telecommunications services
- 79400000 - Business and management consultancy and related services
- 79900000 - Miscellaneous business and business-related services
- 90500000 - Refuse and waste related services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The Contracting Authority wishes to make available to Participating Public Sector Bodies a comprehensive range of workplace services and supplies, with the intention of creating a one-stop-shop for such supplies and services. The supplies and services will include, but not be limited to:

- i) Office stationery and supplies
- ii) IT and print consumables and peripherals
- iii) Paper supplies
- iv) Cleaning and janitorial supplies including paper and hygiene products
- v) Personal protective equipment including first aid
- vi) Furniture
- vii) Catering supplies and equipment
- viii) Workwear and related clothing
- ix) Office waste services
- x) Office equipment and supplies
- xi) Promotional products
- xii) Personal care and medical consumables

xiii) Domestic appliances

xiv) Specialist print and related services

ADDITIONAL CPV: 03000000, 18100000, 18200000, 18300000, 18400000, 18800000, 22000000, 22100000, 22200000, 22400000, 22800000, 22900000, 24000000, 30000000, 30100000, 30190000, 30191000, 30191100, 30192000, 30192110, 30192112, 30192113, 30197000, 30197630, 30197640, 30197641, 30197642, 30197643, 30197644, 30197645, 30199000, 30200000, 30234000, 30237200, 30237300, 30237310, 33141620, 33141623, 33000000, 33199000, 33700000, 33760000, 33770000, 35110000, 35810000, 39000000, 39100000, 39130000, 39134000, 39140000, 39141000, 39150000, 39160000, 39220000, 39700000, 39800000, 39830000, 51000000, 55200000, 64000000, 64100000, 79400000, 79900000, 90500000, 90510000, 90511400, 90514000

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

Start date

9 October 2024

End date

8 October 2028

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: Yes

Description of options

The Contracting Authority reserves the right to extend the framework by a period, or periods, totalling no more than twelve months, at its absolute discretion. The extension period (up to a max of twelve months) will apply at the expiry of the initial framework term of 08/10/27.

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 quantity and value of the framework will be determined by the up-take from end users of the framework.

Initial estimates consider a maximum value for this lot of 100,000,000 GBP over the full four year framework term.

The contracting authority is looking to appoint up to five suppliers for this Lot.

II.2) Description

II.2.1) Title

Lot 2 - Office Supplies, Paper and Print Consumables

Lot No

2

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products
- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages
- 79400000 - Business and management consultancy and related services
- 79900000 - Miscellaneous business and business-related services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The Contracting Authority wishes to make available to Participating Public Sector Bodies a comprehensive range of office supplies, paper and print consumables.

ADDITIONAL CPV: 22000000, 22100000, 22200000, 22400000, 22800000, 22900000, 30000000, 30100000, 30190000, 30191100, 30192000, 30192110, 30192112, 30192113, 30197630, 30197640, 30197641, 30197642, 30197643, 30197644, 30197645, 30199000, 30237310, 79400000, 79900000.

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

Start date

9 October 2024

End date

8 October 2028

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: Yes

Description of options

The Contracting Authority reserves the right to extend the framework by a period, or periods, totalling no more than twelve months, at its absolute discretion. The extension period (up to a max of twelve months) will apply at the expiry of the initial framework term of 08/10/27.

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 quantity and value of the framework will be determined by the up-take from end users of the framework.

Initial estimates consider a maximum value for this lot of 50,000,000 GBP over the full four year framework term.

The contracting authority is looking to appoint up to three suppliers for this Lot.

II.2) Description

II.2.1) Title

Lot 3 – Cleaning and Janitorial Supplies including Paper and Hygiene Products and PPE

Lot No

3

II.2.2) Additional CPV code(s)

- 24000000 - Chemical products
- 33760000 - Toilet paper, handkerchiefs, hand towels and serviettes
- 33770000 - Paper sanitary
- 39330000 - Disinfection equipment
- 39830000 - Cleaning products
- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The Contracting Authority wishes to make available to Participating Public Sector Bodies a comprehensive range of Cleaning and Janitorial Supplies including Paper and Hygiene Products.

ADDITIONAL CPV: 24000000, 33760000, 33770000, 39000000, 39800000, 79400000

30192000 - Office supplies

30237300 - Computer supplies

39220000 - Kitchen equipment, household and domestic items and catering supplies

15863000 - Tea

33770000 - Paper sanitary

33760000 - Toilet paper, handkerchiefs, hand towels and serviettes

30192113 - Ink cartridges

15981000 - Mineral water

30191000 - Office equipment except furniture

39134000 - Computer furniture

33000000 - Medical equipment, pharmaceuticals and personal care products

39292400 - Writing instruments

30191100 - Filing equipment

30197643 - Photocopier paper

30197000 - Small office equipment

15860000 - Coffee, tea and related products

39130000 - Office furniture

30234000 - Storage media

30190000 - Various office equipment and supplies

30197642 - Photocopier paper and xerographic paper

30197644 - Xerographic paper

39800000 - Cleaning and polishing products

39000000 - Furniture (incl. office furniture), furnishings, domestic appliances
(excl. lighting) and cleaning products

30199792 - Calendars

30237310 - Font cartridges for printers

33700000 - Personal care products

39700000 - Domestic appliances

33141623 - First-aid boxes

30197640 - Self-copy or other copy paper

18424300 - Disposable gloves

30237200 - Computer accessories

39830000 - Cleaning products

30199000 - Paper stationery and other items

30197630 - Printing paper

30200000 - Computer equipment and supplies

30192110 - Ink products

30197645 - Card for printing

33141620 - Medical kits

15861000 - Coffee

18923000 - Pouches and wallets

30192121 - Ballpoint pens

30100000 - Office machinery, equipment and supplies except computers, printers
and furniture

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

Start date

9 October 2024

End date

8 October 2028

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: Yes

Description of options

The Contracting Authority reserves the right to extend the framework by a period, or periods, totalling no more than twelve months, at its absolute discretion. The extension period (up to a max of twelve months) will apply at the expiry of the initial framework term of 08/10/27.

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 quantity and value of the framework will be determined by the up-take from end users of the framework.

Initial estimates consider a maximum value for this lot of 20,000,000 GBP over the full four year framework term.

The contracting authority is looking to appoint up to three suppliers for this Lot.

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

Envisaged maximum number of participants to the framework agreement: 11

In the case of framework agreements, provide justification for any duration exceeding 4 years:

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

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

Date

6 September 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

6 September 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

It is anticipated that, as a minimum, the Contracting Authority will utilise this framework for its workplace solutions and supplies requirements. However, it cannot guarantee that any purchases will be made through the framework during the course of the agreement. The Contract Authority's current workplace solutions framework is utilised by a number of public sector organisations but, again, no guarantee of future purchases under the framework can be given. The volume of the requirement under this framework is therefore dependent upon the take up of the agreement by potential end users. The total value of the framework is anticipated not to exceed 170,000,000 GBP over the four year term of the framework.

Common procurement vocabulary (CPV) for entire Framework:

03000000, 18100000, 18200000, 18300000, 18400000, 18800000, 22000000, 22100000, 22200000, 22400000, 22800000, 22900000, 24000000, 30000000, 30100000, 30190000, 30191000, 30191100, 30192000, 30192110, 30192112, 30192113, 30197000, 30197630, 30197640, 30197641, 30197642, 30197643, 30197644, 30197645, 30199000, 30200000, 30234000, 30237200, 30237300, 30237310, 33141620, 33141623, 33000000, 33199000, 33700000, 33760000, 33770000, 35110000, 35810000, 39000000, 39100000, 39130000, 39134000, 39140000, 39141000, 39150000, 39160000, 39220000, 39700000,

39800000, 39830000, 51000000, 55200000, 64000000, 64100000, 79400000, 79900000, 90500000, 90510000, 90511400, 90514000

The Contracting Authority reserves the right to extend the framework by twelve months at its absolute discretion.

The following information will be detailed within the tender documentation:

Award criteria

Legal, economic, financial and technical information

Any deposits and guarantees required

Main financing conditions and payment arrangements and/or reference to the relevant

provisions governing them

Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Dukefield Limited are acting as agents of Dartford Borough Council in the development and ongoing contract management of this framework. The Contracting Authority will be using an e-tendering system to conduct the procurement exercise. This opportunity will be completed electronically via ProContract.

Dartford Borough Council wishes to award a Framework Agreement for the provision of a suite of workplace supplies and services to include, but not be limited to, the supply of office stationery, paper, print consumables, cleaning and janitorial supplies including paper and hygiene products, personal protective equipment including first aid, IT and print consumables and peripherals, paper supplies, waste services, furniture, specialist print and related services and promotional products. and associated consultancy services to fulfil the requirements of the wider public sector as a whole in this respect.

Full details of the project can be obtained by registering a formal expression of interest for this opportunity on the Kent Business Portal: www.kentbusinessportal.org.uk

The Contracting Authority shall not be under any obligation to accept the lowest tender or indeed any tender. The Contracting Authority further reserves the right not to award any contract as a result of the procurement process and reserves the right to cancel the entire process or parts of the tender process commenced by the publication of this notice and in no circumstances will it be liable for any costs incurred by tenderers. The value of the framework provided in this notice is only an estimate and the Contracting Authority cannot guarantee any business through this framework agreement. The Contracting Authority wishes to establish a Framework Agreement open for use by all Public Sector Bodies as detailed in this notice.

VI.4) Procedures for review

VI.4.1) Review body

Dartford Borough Council

Civic Centre, Home Gardens

Dartford

DA1 1DR

Email

procurement@dartford.gov.uk

Telephone

+44 1322343434

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Dartford Borough Council

Civic Centre, Home Gardens

Dartford

DA1 1DR

Email

procurement@dartford.gov.uk

Telephone

+44 1322343434

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures:

Lodging of Appeals: Dartford Borough Council shall in accordance with the Public Contracts Regulations 2015, incorporate a minimum 10 day standstill period commencing at the point that information on the intention to award the contract is sent to tenderers. The Council shall, as soon as possible after the decision has been made, inform the tenderers and candidates of its decision, and shall do so by notice in writing by the most rapid means of

communication practicable. If an appeal regarding the award of contract has not been successfully resolved then the Public Contract Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take action in the High Court. Any such action must be brought promptly (generally within three months. If a declaration of ineffectiveness is sought, any such actions must be brought within 30 days where the Contracting Authority has communicated the award of the contract and a summary of reasons to tenderers, or otherwise within 6 months of the contract being entered into. Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the Contracting Authority to amend any document and may award damages. If the contract has been entered into the Court, may depending upon the circumstances, award damages, make a declaration of ineffectiveness, order the Contracting Authority to pay a fine, and/or order that the duration of the contract be shortened. The purpose of the standstill period referred to above is to allow the parties to apply to the Courts to set aside the award decision before the contract is entered into.

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

Dartford Borough Council

Civic Centre, Home Gardens

Dartford

DA1 1DR

Email

procurement@dartford.gov.uk

Telephone

+44 1322343434

Country

United Kingdom