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Tender

## **Supply and Distribution of Stationery & ICT Consumables**

Cumberland Council

F02: Contract notice

Notice identifier: 2024/S 000-026177

Procurement identifier (OCID): ocds-h6vhtk-048bb3

Published 16 August 2024, 3:08pm

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

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

Cumberland Council

Cumbria House, 107 - 117 Botchergate

Carlisle

CA1 1RD

#### **Contact**

Mrs Michelle James

#### **Email**

[michelle.james@cumberland.gov.uk](mailto:michelle.james@cumberland.gov.uk)

#### **Telephone**

+44 1228221743

#### **Country**

United Kingdom

**Region code**

UKD1 - Cumbria

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<https://procontract.due-north.com/Advert/Index?advertId=d25fe0a1-0a5b-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.due-north.com/Advert/Index?advertId=d25fe0a1-0a5b-ef11-812e-005056b64545>

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Supply and Distribution of Stationery & ICT Consumables

Reference number

DN738596

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

- 30192000 - Office supplies

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

Supplies

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

This contract is for the supply and delivery of office supplies including Office Stationery, ICT consumables (branded and compatible), Paper and Postage Stamps to Cumberland Council Departments throughout Cumbria.

We currently have a number of delivery locations (see schedule 5) throughout Cumbria, mainly within the footprint of Cumberland Council

these locations may be subject to change/reduction during the term of the contract.

Historic Volumes for current key lines are detailed in the Pricing Schedule (Schedule 3) these are for information and evaluation purposes only.

Please see the Tender Documents for further information available via The Chest.  
<https://www.the-chest.org.uk/> .

For support using the Chest, please contact Proactis, using the Supplier Support area.

For clarifications, please ensure all correspondence is via The Chest using the messages area.

The contract term is a maximum of 4 years, this is based on an initial 3 year term plus 1

optional extension of up to 12 months.

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

Value excluding VAT: £396,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKD1 - Cumbria

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

This contract is for the supply and delivery of office supplies including Office Stationery, ICT consumables (branded and compatible), Paper and Postage Stamps to Cumberland Council Departments throughout Cumbria.

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Historic Volumes for current key lines are detailed in the Pricing Schedule (Schedule 3) these are for information and evaluation purposes only.

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For support using the Chest, please contact Proactis, using the Supplier Support area.

For clarifications, please ensure all correspondence is via The Chest using the messages area.

The contract term is a maximum of 4 years, this is based on an initial 3 year term plus 1 optional extension of up to 12 months.

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

Quality criterion - Name: Quality / Weighting: 30

Quality criterion - Name: Social Value / Weighting: 20

Price - Weighting: 50

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

Value excluding VAT: £396,000

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

Duration in months

48

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 IV. Procedure**

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

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

Open procedure

#### **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

16 September 2024

Local time

12:00pm

#### **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**

Duration in months: 6 (from the date stated for receipt of tender)

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

Date

16 September 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**

Suppliers wishing to express an interest and obtain access to the tender documents should

go to [www.the-chest.org.uk](http://www.the-chest.org.uk) and click on current opportunities from the navigation area on the left of the screen. On the next screen enter the contract Reference (DN738596) in the box labelled 'contains' then click search. Click on the Blue link for the contract title to view the opportunity. To express an interest you will need to login. If you are not already registered on the [www.the-chest.org.uk](http://www.the-chest.org.uk) you will need to return to the home page and click on Register. Register FREE link in the navigation area on the left of the screen. Registration is

free of charge and your username and password will be emailed to you.

Cumberland Council is fully supportive of all aspects of diversity including ethnicity, race, religion, age, disability and sexual orientation. In this respect Cumberland Council welcomes expressions of interest from ethnic minority, disabled and other diverse business

communities and the voluntary sector. Economic operators are therefore required to fully comply with all statutory obligations/applicable legislation and there will be a requirement to participate in the Authority's supplier audits on all aspects of diversity.

The Contracting Authority expressly reserves the right:

(i) not to award any contract as a result of the procurement process commenced by

publication of this notice; and

(ii) to make whatever changes it may see fit to the content and structure of the tendering competition; and in no circumstances will the Contracting Authority be liable for any costs incurred by the candidates. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of potential suppliers.

The contracting authority reserve the right to use any electronic portal during the life of the agreement.

The value provided in Section II.1.5 is only an estimate.

The contract term is a maximum of 4 years, this is based on an initial 3 year term plus 1 optional extension of up to 12 months.

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

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

High Court of England

London

Country

United Kingdom