

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/029306-2024>

Tender

University of Chichester Academy Trust - Reprographics Partner

University of Chichester Academy Trust

F02: Contract notice

Notice identifier: 2024/S 000-029306

Procurement identifier (OCID): ocds-h6vhtk-049a81

Published 12 September 2024, 7:40pm

Section I: Contracting authority

I.1) Name and addresses

University of Chichester Academy Trust

Bognor Regis

PO21 1HR

Contact

Geoff Chandler

Email

geoff.chandler@moxton-education.com

Telephone

+44 7970661087

Country

United Kingdom

Region code

UKJ2 - Surrey, East and West Sussex

Companies House

08595545

Internet address(es)

Main address

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

I.3) Communication

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

<https://www.unicat.org.uk/news-3/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.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

University of Chichester Academy Trust - Reprographics Partner

II.1.2) Main CPV code

- 79520000 - Reprographic services

II.1.3) Type of contract

Services

II.1.4) Short description

The companies identified from these shortlisting questions to move to Stage 2 will also receive a detailed set of requirements. For the purposes of this shortlisting stage bidders should assume that the ITT will include, but not be limited to;

- Provision of a range of multi-functional printing devices to all the schools and the central office
- An installation and commissioning service for each device
- A handover and training service
- A uniform maintenance service for any of the schools who have MFD's across the Trust
- An automated service that addresses all consumable needs
- A service that includes appropriate print management software
- A service that ethically disposes of equipment as necessary
- A full service level agreement
- Relevant monitoring, management and reporting
- A single technical interface to the Trust outsourced ICT Team
- Technical interface into the Trusts Managed Service Partner (Note: All MFD delivery will

be carried out through this contract and chosen partner).

- Value added services.

The Trust currently has 29 devices.

Total copying PA is circa 5.4m PA of which 3.4m is mono and 1.9m colour

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
- 30121200 - Photocopying equipment
- 30121300 - Reproduction equipment
- 30121400 - Duplicating machines
- 30125000 - Parts and accessories of photocopying apparatus
- 30200000 - Computer equipment and supplies
- 48311000 - Document management software package
- 66114000 - Financial leasing services
- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKJ2 - Surrey, East and West Sussex

Main site or place of performance

Bognor Regis

II.2.4) Description of the procurement

The companies identified from these shortlisting questions to move to Stage 2 will also receive a detailed set of requirements. For the purposes of this shortlisting stage bidders should assume that the ITT will include, but not be limited to;

- Provision of a range of multi-functional printing devices to all the schools and the central office
- An installation and commissioning service for each device
- A handover and training service
- A uniform maintenance service for any of the schools who have MFD's across the Trust
- An automated service that addresses all consumable needs
- A service that includes appropriate print management software
- A service that ethically disposes of equipment as necessary
- A full service level agreement
- Relevant monitoring, management and reporting
- A single technical interface to the Trust outsourced ICT Team
- Technical interface into the Trusts Managed Service Partner (Note: All MFD delivery will be carried out through this contract and chosen partner).
- Value added services.

The Trust currently has 29 devices.

Total copying PA is circa 5.4m PA or which 3.4m is mono and 1.9m colour

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: £900,000

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

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

Competitive procedure with negotiation

IV.1.5) Information about negotiation

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

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

14 October 2024

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

28 October 2024

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

English

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.4) Procedures for review

VI.4.1) Review body

University of Chichester Academy Trust

Bognor Regis

Country

United Kingdom