

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/031879-2023>

Tender

Office Products

Procurement and Logistics Service
Southern Health and Social Care Trust
Northern Health and Social Care Trust
Belfast Health and Social Care Trust
South Eastern Health and Social Care Trust
Western Health and Social Care Trust
Business Services Organisation
NI Ambulance Service Trust
NI Blood Transfusion Service
NI Fire and Rescue Services
Children's Court Guardian Agency for Northern Ireland
NI Medical and Dental Training Agency
NI Practice and Education Council for Nursing and Midwifery
NI Social Care Council
DOH - Strategic Planning and Performance Group
NI Patient Client Council
NI Public Health Agency
NI Regulation and Quality Improvement Authority

F02: Contract notice

Notice identifier: 2023/S 000-031879

Procurement identifier (OCID): ocds-h6vhtk-040fe0

Published 27 October 2023, 4:10pm

Section I: Contracting authority

I.1) Name and addresses

Procurement and Logistics Service

Pinewood Villa, Longstone Hospital, 73 Loughgall Road

Armagh

BT61 7PR

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Southern Health and Social Care Trust

Craigavon Area Hospital, 68 Lurgan Road

Portadown

BT63 5QQ

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Northern Health and Social Care Trust

Bretten Hall, Bush Road

Antrim

BT41 2RL

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Belfast Health and Social Care Trust

A Floor, Belfast City Hospital, Lisburn Road

Belfast

BT9 7AB

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

South Eastern Health and Social Care Trust

Ulster Hospital, Upper Newtownards Rd

Belfast

BT16 1RH

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Western Health and Social Care Trust

Altnagelvin Area Hospital, Glenshane Road

Londonderry

BT47 6SB

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Business Services Organisation

2 Franklin Street

Belfast

BT2 8DQ

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

NI Ambulance Service Trust

Knockbracken Healthcare Park, Saintfield Road

Belfast

BT8 8SG

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

NI Blood Transfusion Service

Lisburn Road

Belfast

BT9 7TS

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

NI Fire and Rescue Services

1 Seymour Street

Lisburn

BT27 4SX

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Children's Court Guardian Agency for Northern Ireland

Centre House, 79 Chichester Street

Belfast

BT1 4JE

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

NI Medical and Dental Training Agency

Beechill House, 42 Beechill Rd

Belfast

BT8 7RL

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

NI Practice and Education Council for Nursing and Midwifery

Centre House, 79 Chichester St

Belfast

BT1 4JE

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

NI Social Care Council

Millennium House, 19-25 Great Victoria St

Belfast

BT2 7AQ

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

DOH - Strategic Planning and Performance Group

12-22 Linenhall Street

Belfast

BT2 8BS

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

NI Patient Client Council

1st Floor, Ormeau Baths 18 Ormeau Avenue

Belfast

BT2 8HS

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

NI Public Health Agency

Linenhall Street Unit, 12-22 Linenhall Street

Belfast

BT2 8BS

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

NI Regulation and Quality Improvement Authority

9th Floor Riverside Tower, 5 Lanyon Place

Belfast

BT1 3BT

Email

palsarmagh.sourcing@hscni.net

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

<https://etendersni.gov.uk/epps>

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

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Office Products

Reference number

5076311

II.1.2) Main CPV code

- 30192700 - Stationery

II.1.3) Type of contract

Supplies

II.1.4) Short description

Office Products

II.1.5) Estimated total value

Value excluding VAT: £11,676,072.70

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

II.2) Description

II.2.1) Title

Lot 1 Office Products Managed Service for Stock

Lot No

1

II.2.2) Additional CPV code(s)

- 30190000 - Various office equipment and supplies
- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture
- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

II.2.4) Description of the procurement

Office Products

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 20

Price - Weighting: 80

II.2.6) Estimated value

Value excluding VAT: £6,138,974.32

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

This Contract is subject to renewal dependent on the clients requirements.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Following the Initial Contract Period there is the potential to extend for up to and including 24 Months. An additional 18 Months emergency extension is available.

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 estimated value stated in II.2.6 is for 2 years with the option to extend for any period up to 24 months plus 18 months emergency extension.

II.2) Description

II.2.1) Title

Lot 2 General Office Products

Lot No

2

II.2.2) Additional CPV code(s)

- 30190000 - Various office equipment and supplies
- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture
- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

II.2.4) Description of the procurement

Office Products

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 5

Price - Weighting: 95

II.2.6) Estimated value

Value excluding VAT: £5,537,098.38

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

This Contract is subject to renewal dependent on the clients requirements.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Following the Initial Contract Period there is the potential to extend for up to and including 24 Months. An additional 18 Months emergency extension is available.

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 estimated value stated in II.2.6 is for 2 years with the option to extend for any period up to 24 months plus 18 months emergency extension.

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: 5

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.2.1) Previous publication concerning this procedure

Notice number: [2013/S 000-027090](#)

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

Date

27 November 2023

Local time

3:00pm

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

Tender must be valid until: 25 May 2024

IV.2.7) Conditions for opening of tenders

Date

27 November 2023

Local time

3:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

In section 1.2, it is stated that this procurement is a joint procedure and contract award is by a Central Publishing Body. This contract is not a joint contract, it is a Central Purchasing Body Contract operated by Business Services Organisation Procurement and Logistics Service on behalf of participants listed in section 1.1. The contracting authorities will identify the Most Economically Advantageous Tender(s) (MEAT) on the basis of the "Best Price- Quality Ratio", once full compliance has been demonstrated with all of the elements of the specification and any other requirements as listed in the Tender Documentation. Details of the evaluation process incorporating quality, price and compliance are provided as part of the Tender Evaluation Methodology and Marking Scheme (TEMMS) SS20b.

VI.4) Procedures for review

VI.4.1) Review body

Business Services Organisation Procurement and Logistics Services

Armagh

Country

United Kingdom