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Tender

Paragon Housing Association - Supply and Installation of Multi-Function Devices

Paragon Housing Association Ltd.

F02: Contract notice

Notice identifier: 2023/S 000-032384

Procurement identifier (OCID): ocids-h6vhtk-041122

Published 2 November 2023, 8:31am

Section I: Contracting authority

I.1) Name and addresses

Paragon Housing Association Ltd.

Invergrange House, Station Road

Grangemouth

FK3 8DG

Email

elwty@paragonha.org.uk

Telephone

+44 1324664966

Country

United Kingdom

NUTS code

UKM76 - Falkirk

Internet address(es)

Main address

<http://www.paragonha.org.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13703

I.3) Communication

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from another address:

Ewing Somerville Partnership (Scotland) Ltd.

40 Speirs Wharf

Glasgow

G4 9TH

Email

info@ewing-somerville.com

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

www.ewingsomerville.co.uk

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Paragon Housing Association - Supply and Installation of Multi-Function Devices

Reference number

ESP 4752

II.1.2) Main CPV code

- 50313200 - Photocopier maintenance services

II.1.3) Type of contract

Services

II.1.4) Short description

Supply and Installation of Multi-function Devices.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lease Agreement

Lot No

1

II.2.2) Additional CPV code(s)

- 30121100 - Photocopiers
- 50313200 - Photocopier maintenance services

II.2.3) Place of performance

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Station Road, Grangemouth.

II.2.4) Description of the procurement

supply and installation of multi-function devices on a leased basis, including support and maintenance, based on a cost per page. PHA is seeking to appoint for the period January 2024 to January 2026.

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

There is an option to extend the contract on a yearly basis for a maximum of three years.

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

II.2.14) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2) Description

II.2.1) Title

Outright Purchase basis Agreement

Lot No

2

II.2.2) Additional CPV code(s)

- 30121100 - Photocopiers
- 50313200 - Photocopier maintenance services

II.2.3) Place of performance

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Station Road, Grangemouth

II.2.4) Description of the procurement

4.1.3.2 For the supply and installation of multi-function devices on an outright purchase basis, including support and maintenance. PHA is seeking to appoint for the period January 2024 to January 2026.

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

an option to extend on a yearly basis for a maximum of three further years subject to satisfactory performance

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

II.2.14) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015

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

The relevant requirement is set out in the SPD, Part IV Selection Criteria [4A1a] Enrolment in a relevant professional register. The following statement clarifies the requirement:

If required by the member state, bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

The relevant trade register in the UK is the Companies House Register - [://www.gov.uk/government/organisations/companies-house](http://www.gov.uk/government/organisations/companies-house) or equivalent in other countries.

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.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

4 December 2023

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: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

4 December 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Between 2026 and 2028.

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

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=749051.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:749051)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=749051

VI.4) Procedures for review

VI.4.1) Review body

Falkirk Sheriff Court

Main Street, Camelon

Falkirk

FK1 4AR

Country

United Kingdom