

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/032386-2023>

Tender

## **St Christopher's Multi Academy Trust - Provision of Multi Functional Devices**

St Christopher's Multi Academy Trust

F02: Contract notice

Notice identifier: 2023/S 000-032386

Procurement identifier (OCID): ocds-h6vhtk-041124

Published 2 November 2023, 8:31 am

The closing date and time has been changed to:

**3 January 2024, 10:00am**

See the [change notice](#).

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

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

St Christopher's Multi Academy Trust

St Leonard's Primary School, St Leonard's Road, Exeter

Devon

EX2 4NQ

#### **Contact**

Julia Croughton

#### **Email**

[Julia.Croughton@stcmat.org](mailto:Julia.Croughton@stcmat.org)

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.stchristophersmat.org>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA43212](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA43212)

**I.2) Information about 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://www.mytenders.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

**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**

St Christopher's Multi Academy Trust - Provision of Multi Functional Devices

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

- 30121100 - Photocopiers

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

Supplies

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

The proposed contract will be for the provision of Multifunctional Device Services to the Trust. It is the Trust's expectation that the Bidder shall be responsible for the supply, services and goods to the Trust and will include Multi-Functional Devices (MFD's) and Print Management Software. The Applicant will be responsible for the supply of hardware, software, consumables, and replacement parts. The Applicant will also provide installation, maintenance, removal, disposal, and training services to the Client.

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

Value excluding VAT: £500,000

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

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 30232110 - Laser printers

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

NUTS codes

- UKK4 - Devon

Main site or place of performance

St Leonard's Primary School, St Leonards Road, Exeter Devon EX2 4NQ

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

The proposed contract will be for the provision of Multifunctional Device Services to the Trust. It is the Trust's expectation that the Bidder shall be responsible for the supply, services and goods to the Trust and will include Multi-Functional Devices (MFD's) and Print Management Software. The Applicant will be responsible for the supply of hardware, software, consumables, and replacement parts. The Applicant will also provide installation, maintenance, removal, disposal, and training services to the Client.

As a minimum, the Contractor must offer an MFD solution that is either like-for-like or better than the current MFD solution. The Contractor is to propose and agree the most appropriate devices with the Client post award as part of the due diligence process and propose any improvements in cost reduction or propose a more efficient device.

The key aims of the new contract are to:

- a. have relevant experience of supporting a Primary School Trust with an agile personalised approach.
- b. all management and engineers to have the personable skills and expertise to work within education, including appropriate safeguarding training and enhanced DBS checks for on-site staff.
- c. provide a nominated account manager who can work in partnership with the Trust, who has the ability to instantly track all jobs and assess issues, combined with a clear escalation process.
- d. support the schools with maintenance issues, committing to a 4-hour SLA of being able to provide an engineer on site if the issue cannot be resolved remotely.
- e. implement a continuous improvement plan whereby the Contractor continuously monitors re-occurring faults and advises the Client of areas of opportunity for service improvements, sustainability initiatives or cost savings.
- f. provide a cost-effective solution to PIN release printing and data collection.
- g. be responsible for sourcing and supplying all relevant materials and resources which are required to deliver this requirement.
- h. Provide sustainability initiatives and support,

i. be fully conversant with all relevant legislation, including Health and Safety, and always adhere to this.

j. ensure that waste will be correctly sorted or disposed of or recycled, if possible.

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

Quality criterion - Name: Price / Weighting: 40%

Quality criterion - Name: Quality / Weighting: 60%

Price - Weighting: 40

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

Value excluding VAT: £100,000

#### **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

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: 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**

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**

Originally published as:

Date

21 December 2023

Local time

12:00pm

Changed to:

Date

3 January 2024

Local time

10:00am

See the [change notice](#).

#### **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: 21 March 2024

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

Date

21 December 2023

Local time

12:00pm

---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

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

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=230631](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=230631).

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.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.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.

(MT Ref:230631)

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

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

St Christopher's Multi Academy Trust

St Leonard's Road

Exeter

EX2 4NQ

Email

[Julia.Croughton@stcmat.org](mailto:Julia.Croughton@stcmat.org)

Country

United Kingdom

Internet address

<https://www.stchristophersmat.org>

##### **VI.4.2) Body responsible for mediation procedures**

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>