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Tender

Provision of Office supplies, stationery and print services

SEVERN TRENT WATER LIMITED

Contract for the provision of Office Supplies, Stationery and Print Services

Severn Trent Water Limited

F05: Contract notice – utilities

Notice identifier: 2024/S 000-032669

Procurement identifier (OCID): ocds-h6vhtk-04a7ba

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Section I: Contracting entity

I.1) Name and addresses

SEVERN TRENT WATER LIMITED

2 St. Johns Street

COVENTRY

CV12LZ

Contact

Christopher Graham

Email

christopher.graham@severntrent.co.uk

Country

United Kingdom

Region code

UK - United Kingdom

Companies House

02366686

Internet address(es)

Main address

<https://www.severntrent.com/>

I.1) Name and addresses

Contract for the provision of Office Supplies, Stationery and Print Services

Coventry

Email

christopher.graham@severntrent.co.uk

Country

United Kingdom

Region code

UK - United Kingdom

Companies House

02366686

Internet address(es)

Main address

www.severntrent.com

I.1) Name and addresses

Severn Trent Water Limited

Coventry

Email

christopher.graham@severntrent.co.uk

Country

United Kingdom

Region code

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Companies House

02366686

Internet address(es)

Main address

www.severntrent.com

I.2) Information about joint procurement

The contract involves 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://discovery.ariba.com/rfx/21227409>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.6) Main activity

Water

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Office supplies, stationery and print services

II.1.2) Main CPV code

- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture

II.1.3) Type of contract

Supplies

II.1.4) Short description

For the provision of Office supplies, stationery and Print Services

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

Provision of Office Supplies/Stationery

Lot No

1

II.2.2) Additional CPV code(s)

- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

We are seeking a reliable and efficient supplier for the provision of office supplies and stationery for our organisation. The scope of this tender includes, but is not limited to, the following items:

General Office Supplies: Pens, pencils, markers, highlighters, staplers, paper clips, binders, and other essential desk items.

Paper Products: Various sizes and types of paper including A4, A3, envelopes, and notepads.

Filing and Storage: Folders, files, document trays, and storage boxes.

Technology Accessories: Printer cartridges, USB drives, and other related accessories.

Miscellaneous Items: Whiteboards, notice boards, and other office essentials.

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

36

This contract is subject to renewal

Yes

Description of renewals

3 + 3

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2) Description

II.2.1) Title

Provision of Print Services

Lot No

2

II.2.2) Additional CPV code(s)

- 79500000 - Office-support services
- 79800000 - Printing and related services
- 79900000 - Miscellaneous business and business-related services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

We require Print Services that prioritise sustainability, supporting our promotional and marketing initiatives with eco-friendly, high-quality materials. This includes producing leaflets and posters using recycled materials and environmentally conscious printing techniques to reduce our ecological footprint while upholding our high standards of corporate communication.

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

36

This contract is subject to renewal

Yes

Description of renewals

3 + 3

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2) Description

II.2.1) Title

Office Supplies/Stationery and Print Services

Lot No

3

II.2.2) Additional CPV code(s)

- 22100000 - Printed books, brochures and leaflets
- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture
- 79800000 - Printing and related services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The objective of this contract is to establish a partnership for the supply of office supplies, stationery, and print services that meet our operational needs and align with our sustainability commitments. This agreement aims to ensure a consistent supply of essential office materials, prioritising eco-friendly options where possible, to support our daily business activities responsibly.

The scope of this tender includes, but is not limited to, the following items:

General Office Supplies: Pens, pencils, markers, highlighters, staplers, paper clips, binders, and other essential desk items.

Paper Products: Various sizes and types of paper, including A4, A3, letterhead, envelopes, and notepads.

Filing and Storage: Folders, files, document trays, and storage boxes.

Technology Accessories: Printer cartridges, USB drives, and other related accessories.

Miscellaneous Items: Whiteboards, notice boards, and other office essentials.

Our print services will also focus on sustainable practices, supporting our promotional and marketing efforts with high-quality, environmentally friendly materials. This includes producing leaflets and posters using recycled materials and eco-conscious printing techniques to minimise our ecological footprint while maintaining high standards of corporate communication.

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

36

This contract is subject to renewal

Yes

Description of renewals

3 + 3

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Negotiated procedure with prior call for competition

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

8 November 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

Severn Trent Water Limited

Coventry

Country

United Kingdom