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Tender

## **TWBC & MBC Stationery and Office Supplies**

Tunbridge Wells Borough Council  
Maidstone Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-033327

Procurement identifier (OCID): ocds-h6vhtk-04176d

Published 10 November 2023, 3:07pm

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

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

Tunbridge Wells Borough Council

Town Hall

Tunbridge Wells

TN1 1RS

#### **Contact**

Miss Megan Hook

#### **Email**

[megan.hook@tunbridgewells.gov.uk](mailto:megan.hook@tunbridgewells.gov.uk)

#### **Telephone**

+44 1892554110

#### **Country**

United Kingdom

**Region code**

UKJ45 - Mid Kent

**Internet address(es)**

Main address

<http://www.tunbridgewells.gov.uk>

Buyer's address

<http://www.tunbridgewells.gov.uk>

**I.1) Name and addresses**

Maidstone Borough Council

Maidstone

**Email**

[megan.hook@tunbridgewells.gov.uk](mailto:megan.hook@tunbridgewells.gov.uk)

**Country**

United Kingdom

**Region code**

UKJ45 - Mid Kent

**Internet address(es)**

Main address

[www.maidstone.gov.uk](http://www.maidstone.gov.uk)

**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

[www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk)

### **I.4) Type of the contracting authority**

Regional or local authority

### **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

TWBC & MBC Stationery and Office Supplies

Reference number

DN698799

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

- 30192000 - Office supplies

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

Supplies

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

Tunbridge Wells Borough Council (TWBC) and Maidstone Borough Council (MBC) are looking to procure a reputable supplier to fulfil their office stationery and equipment requirements.

#### **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**

Tunbridge Wells Borough Council Stationery and Office Supplies

Lot No

1

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

- 30192000 - Office supplies

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

NUTS codes

- UKJ46 - West Kent

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

Tunbridge Wells Borough Council (TWBC) and Maidstone Borough Council (MBC) are looking to procure a reputable supplier to fulfil their office stationery and equipment requirements.

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

Quality criterion - Name: Quality / Weighting: 20%

Cost criterion - Name: Cost / Weighting: 80%

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

Start date

1 March 2024

End date

28 February 2027

This contract is subject to renewal

Yes

Description of renewals

The contract will be for an initial three years followed by two optional annual extensions subject to commercial review (3+1+1).

#### **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) Description**

#### **II.2.1) Title**

Maidstone Borough Council Stationery, Office, and Catering Supplies

Lot No

2

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

- 30192000 - Office supplies

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

NUTS codes

- UKJ45 - Mid Kent

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

Tunbridge Wells Borough Council (TWBC) and Maidstone Borough Council (MBC) are looking to procure a reputable supplier to fulfil their office stationery and equipment requirements.

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

Quality criterion - Name: Quality / Weighting: 20%

Cost criterion - Name: Cost / Weighting: 80%

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

Start date

1 March 2024

End date

28 February 2027

This contract is subject to renewal

Yes

Description of renewals

The contract will be for an initial three years followed by two optional annual extensions subject to commercial review (3+1+1).

#### **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) Description**

### **II.2.1) Title**

Tunbridge Wells Borough Council Office Chairs

Lot No

3

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

- 30190000 - Various office equipment and supplies

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

NUTS codes

- UKJ46 - West Kent

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

Tunbridge Wells Borough Council (TWBC) and Maidstone Borough Council (MBC) are looking to procure a reputable supplier to fulfil their office stationery and equipment requirements.

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

Quality criterion - Name: Quality / Weighting: 20%

Cost criterion - Name: Cost / Weighting: 80%

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

Start date

1 March 2024

End date

28 February 2027

This contract is subject to renewal

Yes

Description of renewals

The contract will be for an initial three years followed by two optional annual extensions subject to commercial review (3+1+1).

#### **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) Description**

#### **II.2.1) Title**

Maidstone Borough Council Specialist Paper.

Lot No

4

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

- 30199000 - Paper stationery and other items

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

NUTS codes

- UKJ45 - Mid Kent

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

Tunbridge Wells Borough Council (TWBC) and Maidstone Borough Council (MBC) are looking to procure a reputable supplier to fulfil their office stationery and equipment requirements.

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

Quality criterion - Name: Quality / Weighting: 20%



Cost criterion - Name: Cost / Weighting: 80%

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

Start date

1 March 2024

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**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

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## **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

5 January 2024

Local time

12:00pm

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

English

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

Date

12 January 2024

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

Tunbridge Wells Borough Council

Tunbridge Wells

Country

United Kingdom