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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

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

Country

United Kingdom

Region code

UKJ45 - Mid Kent

Internet address(es)

Main address

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.kentbusinessportal.org.uk

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

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

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

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

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