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Tender

Provision of Office, Educational, Cleaning and Janitorial Supplies and Associated Products

Dorset Council

F02: Contract notice

Notice identifier: 2023/S 000-034005

Procurement identifier (OCID): ocds-h6vhtk-041a9f

Published 16 November 2023, 4:47pm

Section I: Contracting authority

I.1) Name and addresses

Dorset Council

Dorset Council, County Hall, Colliton Park

Dorchester

DT1 1XJ

Contact

Dorset Procurement

Email

dp@dorsetcouncil.gov.uk

Telephone

+44 1305221250

Country

United Kingdom

Region code

UKK - South West (England)

Internet address(es)

Main address

<https://www.dorsetcouncil.gov.uk>

Buyer's address

<https://www.dorsetcouncil.gov.uk>

I.3) Communication

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

<https://procontract.due-north.com/Advert?advertId=5861fc2e-557a-ee11-8125-005056b64545&p=696a9836-1895-e511-8105-000c29c9ba21>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert?advertId=5861fc2e-557a-ee11-8125-005056b64545&p=696a9836-1895-e511-8105-000c29c9ba21>

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

Provision of Office, Educational, Cleaning and Janitorial Supplies and Associated Products

Reference number

DN696019

II.1.2) Main CPV code

- 30190000 - Various office equipment and supplies

II.1.3) Type of contract

Supplies

II.1.4) Short description

A range of office, educational, cleaning & janitorial supplies and other associated products are required.

Dorset Council intends on establishing a Framework Agreement for the provision, for a period of up to four years. The Framework Agreement will be for Dorset Council It will also be made available to the Council's Local Authority Trading Company (LATC) - Care Dorset, schools in the South West (as defined by Government Office Region on GOV.UK) and South West Council member authorities and associate members.

The requirements are split into the following Lots:

Lot 1 - Cleaning & janitorial plus associated supplies*

Lot 2 - Office and educational supplies

Lot 3 - 'One Stop Shop' (all items identified in lots 1 & 2)

* lot to include basic first aid and care supplies

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

Lot 1 – Cleaning and Janitorial plus Associated Supplies

Lot No

1

II.2.2) Additional CPV code(s)

- 33000000 - Medical equipments, pharmaceuticals and personal care products
- 39220000 - Kitchen equipment, household and domestic items and catering supplies
- 39525000 - Miscellaneous manufactured textile articles
- 39800000 - Cleaning and polishing products

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)

II.2.4) Description of the procurement

This includes products such as (but not limited to) multi-purpose, washroom and kitchen cleaners, infection control and hand sanitisation, mops, sponges, scourers and buckets, laundry and dishwashing supplies, hand towels, tissues, toilet rolls, soap dispensers and consumables, refuse sacks, dining and light catering equipment & utensils and catering consumables e.g. tea/coffee, cups, cutlery. This lot will also incorporate first aid and personal care supplies, such as disposable gloves, aprons, patient wipes and incontinence products.

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

The Council's intention is to establish a Framework Agreement for a period of up to 4 years (2 years plus a further optional 2 x 12 months).

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

Lot 2 – Office and Educational Supplies

Lot No

2

II.2.2) Additional CPV code(s)

- 30190000 - Various office equipment and supplies
- 37000000 - Musical instruments, sport goods, games, toys, handicraft, art materials and accessories

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)

II.2.4) Description of the procurement

This includes (but is not limited to):

(i) general office stationery products e.g. pens, pencils, highlighter pens, marker pens, rulers, folders, pockets, dividers, diaries, calendars, presentation items; printer consumables; general desktop office equipment e.g. tape dispensers, staplers etc.; paper e.g. copier paper, notepads, card, envelopes, labels; small office machines e.g. guillotines, laminators, shredders

(ii) a range of products required within educational settings, including but not exclusive to nursery and early years, subject specific equipment and supplies, exercise books/paper, arts & crafts, educational toys and games, teaching equipment and supplies, special educational needs resources.

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

The Council's intention is to establish a Framework Agreement for a period of up to 4 years (2 years plus a further optional 2 x 12 months).

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

Lot 3 – ‘One Stop Shop’

Lot No

3

II.2.2) Additional CPV code(s)

- 30190000 - Various office equipment and supplies
- 33140000 - Medical consumables
- 33700000 - Personal care products
- 37000000 - Musical instruments, sport goods, games, toys, handicraft, art materials and accessories
- 39220000 - Kitchen equipment, household and domestic items and catering supplies
- 39525000 - Miscellaneous manufactured textile articles
- 39800000 - Cleaning and polishing products

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)

II.2.4) Description of the procurement

All items identified in both Lots 1 & 2

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

The Council's intention is to establish a Framework Agreement for a period of up to 4 years (2 years plus a further optional 2 x 12 months).

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.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

In the case of framework agreements, provide justification for any duration exceeding 4 years:

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

22 December 2023

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

22 December 2023

Local time

12:05pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Dorset Council

Dorchester

Country

United Kingdom