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Tender

P-0200 Provision of the Managed Print Service and Multifunctional Devices.

Manchester City Council

F02: Contract notice

Notice identifier: 2024/S 000-034113

Procurement identifier (OCID): ocds-h6vhtk-04b00a

Published 22 October 2024, 11:50am

Section I: Contracting authority

I.1) Name and addresses

Manchester City Council

Floor 5 (Mount Street Elevation), Town Hall Extension, Albert Square

Manchester

M60 2LA

Contact

Mr Philip Robinson

Email

Philip.Robinson1@manchester.gov.uk

Telephone

+44 1612345000

Country

United Kingdom

Region code

UKD3 - Greater Manchester

Internet address(es)

Main address

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

Buyer's address

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

I.3) Communication

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

<https://www.the-chest.org.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.the-chest.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

P-0200 Provision of the Managed Print Service and Multifunctional Devices.

Reference number

DN726962

II.1.2) Main CPV code

- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages

II.1.3) Type of contract

Supplies

II.1.4) Short description

Manchester City Council (the Council) is inviting tenders for the Provision of the Managed Print Service and Multifunctional Devices.

At a high level, the scope of this contract is to:

- provide a number of Multifunctional Devices (MFDs) to replace those that currently exist on the corporate network.
- supply sufficient devices that will enable Managed Print Services to be provided to business areas that previously did not have this in place (e.g. Registration Services and our Disability Supported Accommodation Service and Short Breaks Service).
- supply device consumables (this includes toners, cartridges and staples, but excludes paper).
- provide support and maintenance across the Service.
- provide enhanced Management Information (MI) across the solutions.

The Contract period will be for 5 years with the option to extend for up to an additional 2 years.

II.1.5) Estimated total value

Value excluding VAT: £2,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 30121100 - Photocopiers
- 30121200 - Photocopying equipment
- 30192400 - Reprographic supplies
- 30232100 - Printers and plotters
- 30232110 - Laser printers
- 48000000 - Software package and information systems
- 50313000 - Maintenance and repair of reprographic machinery

II.2.3) Place of performance

NUTS codes

- UKD3 - Greater Manchester

II.2.4) Description of the procurement

Further details are set out in the procurement documents.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40%

Quality criterion - Name: Social Value / Weighting: 20%

Quality criterion - Name: Zero Carbon & Environment / Weighting: 10%

Price - Weighting: 30%

II.2.6) Estimated value

Value excluding VAT: £2,500,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Option to extend for up to an additional 2 years.

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.2.14) Additional information

The Council is using the e-business portal known as the Chest. Applicants will need to register their details at the following link www.the-chest.org.uk. Applicants will need to electronically submit their completed tender documents, including the standard questionnaire, via the on-line portal by 11am on 13th December 2024 as referred to in IV.2.2.

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

Date

13 December 2024

Local time

11:00am

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

English

IV.2.7) Conditions for opening of tenders

Date

13 December 2024

Local time

11:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The Council is using the e-business portal known as the Chest. Applicants will need to register their details at the following link www.the-chest.org.uk . Once registered, applicants will be emailed a log-in and password which will allow them to gain access to the documentation relating to this opportunity. Applicants will need to electronically submit their completed tender documents, including online questionnaire, via the on-line portal by 11am on 13th December 2024 as referred to in IV.2.2. Any clarification queries must also be submitted via the Chest website by the date referred to in the tender documentation.

The contracts will be for 5 years, expected to commence 19th May 2025 with option to extend for up to an additional 2 year(s).

The successful supplier will be required to actively participate in the economic and social regeneration of the locality of, and surroundings of, the place of delivery of the contract. Therefore, selection and award criteria, specification requirements and contract performance conditions may relate in particular to social and environmental considerations as relevant to the subject matter of this project.

The Council reserves the right not to award the contract, as a result of this Contract Notice. The Council shall not be liable for any costs or expenses incurred by any organisation in responding to this notice or in tendering for the proposed contract.

All submissions must be in English, with any clarifications or discussions conducted in English. Tenders and supporting documents must be priced in pounds sterling and all payments under the proposed contract will be made in pounds sterling.

VI.4) Procedures for review

VI.4.1) Review body

The High Court (England, Wales and Northern Ireland)

The Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Council will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers prior to entering into the contract. If an appeal regarding the award of a contract has not been successfully resolved, the Public Contract Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland)