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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 <u>www.the-chest.org.uk</u>. 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 <u>www.the-chest.org.uk</u>. 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)