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Tender

## **Framework for the provision of Office Stationery and Associated Supplies and Services**

CBG Buying  
Public Sector  
Dukefield Procurement Limited

F02: Contract notice  
Notice identifier: 2023/S 000-034115  
Procurement identifier (OCID): ocds-h6vhtk-041ae1  
Published 17 November 2023, 2:18pm

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

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

CBG Buying  
  
International House, 24 Holborn Viaduct  
  
London  
  
EC1A 2BN

#### **Email**

[Steve@charitiesbuyinggroup.com](mailto:Steve@charitiesbuyinggroup.com)

#### **Telephone**

+44 8001953010

#### **Country**

United Kingdom

**NUTS code**

UKI - London

**Internet address(es)**

Main address

<http://www.charitiesbuyinggroup.com/>

Buyer's address

<http://www.charitiesbuyinggroup.com/>

**I.1) Name and addresses**

Public Sector

International House

London

EC1A 2BN

**Email**

[Steve@charitiesbuyinggroup.com](mailto:Steve@charitiesbuyinggroup.com)

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United Kingdom

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UK - United Kingdom

**Internet address(es)**

Main address

<http://www.charitiesbuyinggroup.com/>

Buyer's address

<http://www.charitiesbuyinggroup.com/>

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

Dukefield Procurement Limited

Parkside House 167, Chorley

Bolton

BL1 4RA

### **Email**

[nichola.gill@dukefieldprocurement.co.uk](mailto:nichola.gill@dukefieldprocurement.co.uk)

### **Telephone**

+44 3459002877

### **Country**

United Kingdom

### **NUTS code**

UKD3 - Greater Manchester

### **Internet address(es)**

Main address

<http://www.dukefield.co.uk/about-us/>

Buyer's address

<http://www.dukefield.co.uk/about-us/>

## **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

<https://suppliers.multiquote.com>

Additional information can be obtained from another address:

CBG Buying

International House, 24 Holborn Viaduct

London

EC1A 2BN

**Email**

[Steve@charitiesbuyinggroup.com](mailto:Steve@charitiesbuyinggroup.com)

**Telephone**

+44 8001953010

**Country**

United Kingdom

**NUTS code**

UKI - London

**Internet address(es)**

Main address

<http://www.charitiesbuyinggroup.com/>

Buyer's address

<http://www.charitiesbuyinggroup.com/>

Tenders or requests to participate must be submitted electronically via

<https://suppliers.multiquote.com>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Body governed by public law

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

General public services

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## **Section II: Object**

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

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

Framework for the provision of Office Stationery and Associated Supplies and Services

Reference number

CA13091 - CBG/DU/STAT/01

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

- 30192000 - Office supplies

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

Supplies

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

The Contracting Authority wishes to establish a framework agreement for the provision of workplace supplies and services. The framework will focus upon, but not be limited to, the supply of office stationery, cleaning and janitorial supplies including paper and hygiene products, personal protective equipment including first aid, IT and print consumables and peripherals, paper supplies, office/workplace furniture, and catering supplies and equipment. It is let by the CBG Buying Community Interest Company known as Charities Buying Group and is available for use by members of the Charities Buying Group and all other organisations across the UK Public Sector.

#### **II.1.5) Estimated total value**

Value excluding VAT: £30,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

- 30237300 - Computer supplies

- 39220000 - Kitchen equipment, household and domestic items and catering supplies
- 15863000 - Tea
- 33770000 - Paper sanitary
- 33760000 - Toilet paper, handkerchiefs, hand towels and serviettes
- 30192113 - Ink cartridges
- 15981000 - Mineral water
- 30191000 - Office equipment except furniture
- 39134000 - Computer furniture
- 33000000 - Medical equipments, pharmaceuticals and personal care products
- 39292400 - Writing instruments
- 30191100 - Filing equipment
- 30197643 - Photocopier paper
- 30197000 - Small office equipment
- 15860000 - Coffee, tea and related products
- 39130000 - Office furniture
- 30234000 - Storage media
- 30190000 - Various office equipment and supplies
- 30197642 - Photocopier paper and xerographic paper
- 30197644 - Xerographic paper
- 39800000 - Cleaning and polishing products
- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 30199792 - Calendars
- 30237310 - Font cartridges for printers
- 33700000 - Personal care products
- 39700000 - Domestic appliances

- 33141623 - First-aid boxes
- 30197640 - Self-copy or other copy paper
- 18424300 - Disposable gloves
- 30237200 - Computer accessories
- 39830000 - Cleaning products
- 30199000 - Paper stationery and other items
- 30197630 - Printing paper
- 30200000 - Computer equipment and supplies
- 30192110 - Ink products
- 30197645 - Card for printing
- 33141620 - Medical kits
- 15861000 - Coffee
- 18923000 - Pouches and wallets
- 30192121 - Ballpoint pens
- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

United Kingdom

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

The Contracting Authority wishes to establish a framework agreement for the provision of workplace supplies and services. The framework will focus upon, but not be limited to, the supply of office stationery, cleaning and janitorial supplies including paper and hygiene products, personal protective equipment including first aid, IT and print consumables and peripherals, paper supplies, office/workplace furniture, and catering supplies and equipment.



The Contracting Authority wishes to establish a Framework Agreement to meet the workplace supplies and services needs of organisations across the entire public sector as one Lot; covering the broad range of workplace supplies and services detailed above and within the Invitation to Tender documentation. The framework is let on behalf of the Charities Buying Group for its members, but will also be open for use by all other public sector contracting authorities (and any future successors to these organisations), (as defined in Part 1, General

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £30,000,000

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

Duration in months

48

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

48 month(s) from the commencement date, with 36 initial month(s) and option to extend 1x12 month(s)

#### **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 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

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## **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 a single operator

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

21 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

21 December 2023

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Charities Buying Group Internal Reference Number is CBG/DU/STAT/01. The framework is being delivered by the Charities Buying Group and its partners ukefield Procurement Ltd (who are a subsidiary of Dukefield Group Ltd). Dukefield Procurement Ltd are acting as agents of Charities Buying Group in the development and ongoing contract management of this framework. The contracting authority will be using an eTendering system to conduct the procurement exercise. To access the procurement documentation suppliers must register their company details on the Sourcing Cloud system at: <https://suppliers.multiquote.com>

The tender is available from the opportunities menu on the login page of the site.

The contracting authority shall not be under any obligation to accept the lowest tender or indeed any tender. Charities Buying group expressly reserves the rights:

- (a) to terminate the procurement process and not to award any contract as a result of the procurement process at any time;
- (b) to make whatever changes it may see fit to the content and structure of the procurement as detailed within the tender documentation;
- (c) to award a contract covering only part of the consortium's requirements if explicitly detailed within the tender documentation;
- (d) to disqualify any organisation from the process that canvasses any employee of the

Contracting Authority during the procurement process or standstill period if applicable;

(e) seek clarifications to tender responses on the basis that any clarification sought will not confer any undue competitive advantage in the favour of any supplier from whom such clarifications are being sought;

(f) where the contracting authority can evidence that there is a conflict of interest, either personal or in consideration of any organisation bidding for the contract, the contracting authority shall have the explicit right to immediately exclude that person or organisation from the tender process entirely;

(g) where the contracting authority has engaged in any pre-market soft testing prior to the commencement of the procurement process, the contracting authority reserves the right to name any organisation that has been involved in these discussions and release any and all

specifications/discussion documents to the market where appropriate to the subject matter of this procurement;

(h) the contracting authority will not be liable for any costs incurred by tenderers;

(i) the value of the framework provided in section II.1.5) is only an estimate and the contracting authority will not guarantee any business through this framework agreement and

(j) the contracting authority wishes to establish a framework agreement open for use by all Public Sector Bodies as stated in II.1.4).

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

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

Charities Buying Group

International House, 24 Holborn Viaduct

London

EC1A 2BN

Country

United Kingdom

### **VI.4.2) Body responsible for mediation procedures**

Charities Buying Group

International House, 24 Holborn Viaduct

London

EC1A 2BN

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Charities Buying Group will incorporate a minimum 10-day standstill period at the point information on the award of contract is communicated to tenderers. Bidders who are unsuccessful shall be informed by the Contracting Authority as soon as possible after the decision is made as to the reasons why the bidder was unsuccessful. If an appeal regarding

the award of the contract has not been successfully resolved, the Public Procurement Regulations provide for the aggrieved parties who have been harmed or who are at risk of harm by the breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any action must be generally brought within 3 months. If a declaration of ineffectiveness is sought,

any such action must be brought within 30 days where the

Contracting Authority has communicated the award of the contract and a summary of reasons to tenderers, or otherwise within 6 months of the contract being entered into.

Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the Contracting Authority to amend any document and may award

damages. If the Contract has been entered into the Court may, depending on the circumstances, award damages, make a declaration of ineffectiveness, order the Contracting Authority to pay a fine, and/or order that the duration of the contract be shortened. The purpose of the standstill period referred to above is to allow the parties to apply to the Courts to set aside the award decision before the contract is entered into.

**VI.4.4) Service from which information about the review procedure may be obtained**

Charities Buying Group

International House, 24 Holborn Viaduct

London

EC1A 2BN

Country

United Kingdom