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Tender

Framework for the Supply of Office Stationery

HAMPSHIRE COUNTY COUNCIL

F02: Contract notice

Notice identifier: 2024/S 000-034398

Procurement identifier (OCID): ocds-h6vhtk-04b0c0

Published 24 October 2024, 8:52am

Section I: Contracting authority

I.1) Name and addresses

HAMPSHIRE COUNTY COUNCIL

The Castle

WINCHESTER

SO238ZB

Email

county.supplies.buying@hants.gov.uk

Country

United Kingdom

Region code

UKJ3 - Hampshire and Isle of Wight

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

I.3) Communication

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

<https://intendhost.co.uk/hampshire>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://intendhost.co.uk/hampshire>

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

Framework for the Supply of Office Stationery

Reference number

CS25470

II.1.2) Main CPV code

- 30192000 - Office supplies

II.1.3) Type of contract

Supplies

II.1.4) Short description

Hampshire County Council invites applications from suitably experienced organisations who wish to be considered for selection to tender for the Supply of Office Stationery including, Office Filing, Drawing Equipment, Dividers Guide Cards and Record Cards, Office Fasteners, Staplers, Staples Perforators and Desk Top Plastics, Scissors, PVC Stationery, Adhesive Tapes and Office and Colouring Pens and Pencils, Erasers and Sharpeners to Hampshire County Council, Hertfordshire County Council and other Members of the Central Buying Consortium (CBC)

The Framework will commence on 1st February 2025 and will be for a period of 4 years.

This is a multi supplier Framework.

Interested parties should register their interest via the intend website <https://intendhost.co.uk/hampshire>, complete and submit the ITT Stage 1 Questionnaire, ITT Stage 2 Questionnaire, Pricing Schedule Annex 2 for each of the Lots submitting a bid for, Standard Forms - Annexes 4a to 4d together with any supporting information by 14:00 hrs on 28th November 2024.

II.1.5) Estimated total value

Value excluding VAT: £16,750,000

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

Office Filing

Lot No

1

II.2.2) Additional CPV code(s)

- 30191100 - Filing equipment
- 30197210 - Ring binders
- 30199500 - Box files, letter trays, storage boxes and similar articles

II.2.3) Place of performance

NUTS codes

- UKH2 - Bedfordshire and Hertfordshire
- UKJ3 - Hampshire and Isle of Wight
- UKJ4 - Kent

II.2.4) Description of the procurement

The supply of Office Filing, including Ring binders, Lever Arch Files and Box Files, Laminated Ring binders, Lever Arch Files and Box Files, Basic Ring binders, Lever Arch Files and Box Files, Polypropylene Over Board, Presentation Ring and Lever Arch Files, Polypropylene Ring Binders, Manila Files and Folders, Suspension and Lateral Files and Storage and Archive Boxes

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: £1,300,000

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: No

II.2) Description

II.2.1) Title

Drawing Equipment

Lot No

2

II.2.2) Additional CPV code(s)

- 39292300 - Drawing instruments
- 39292500 - Rulers

II.2.3) Place of performance

NUTS codes

- UKH2 - Bedfordshire and Hertfordshire
- UKJ3 - Hampshire and Isle of Wight
- UKJ4 - Kent

II.2.4) Description of the procurement

The Supply of Drawing Equipment including board equipment, compasses, geometry sets, protractors and rulers

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: £750,000

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: No

II.2) Description

II.2.1) Title

Dividers, Guide Cards and Record Cards

Lot No

3

II.2.2) Additional CPV code(s)

- 30199600 - Dividers for stationery

II.2.3) Place of performance

NUTS codes

- UKH2 - Bedfordshire and Hertfordshire
- UKJ3 - Hampshire and Isle of Wight
- UKJ4 - Kent

II.2.4) Description of the procurement

The supply of Dividers, Guide Cards and Record Cards

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: £350,000

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: No

II.2) Description

II.2.1) Title

Office Fasteners

Lot No

4

II.2.2) Additional CPV code(s)

- 30197120 - Tacks
- 30197130 - Drawing pins
- 30197220 - Paper clips
- 44425300 - Rubber bands

II.2.3) Place of performance

NUTS codes

- UKH2 - Bedfordshire and Hertfordshire
- UKJ3 - Hampshire and Isle of Wight
- UKJ4 - Kent

II.2.4) Description of the procurement

The Supply of Office Fasteners including, paper clips, rubber bands, treasury tags, fold back clips and drawing pins

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: £220,000

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: No

II.2) Description

II.2.1) Title

Staplers, Staples, Perforators and Desk Top Plastics

Lot No

5

II.2.2) Additional CPV code(s)

- 30197000 - Small office equipment

II.2.3) Place of performance

NUTS codes

- UKH2 - Bedfordshire and Hertfordshire
- UKJ3 - Hampshire and Isle of Wight
- UKJ4 - Kent

II.2.4) Description of the procurement

Supply of Staplers, Staples, Perforators and Desk Top Plastics

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: £520,000

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: No

II.2) Description

II.2.1) Title

Scissors

Lot No

6

II.2.2) Additional CPV code(s)

- 39241200 - Scissors

II.2.3) Place of performance

NUTS codes

- UKH2 - Bedfordshire and Hertfordshire
- UKJ3 - Hampshire and Isle of Wight
- UKJ4 - Kent

II.2.4) Description of the procurement

The supply of Scissors

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: £230,000

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: No

II.2) Description

II.2.1) Title

PVC Stationery

Lot No

7

II.2.2) Additional CPV code(s)

- 30192700 - Stationery

II.2.3) Place of performance

NUTS codes

- UKH2 - Bedfordshire and Hertfordshire
- UKJ3 - Hampshire and Isle of Wight
- UKJ4 - Kent

II.2.4) Description of the procurement

The supply of PVC Stationery including folders, wallets, multi punched pockets, book covering film and zipped wallets

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: £1,450,000

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: No

II.2) Description

II.2.1) Title

Adhesive Tapes

Lot No

8

II.2.2) Additional CPV code(s)

- 44424200 - Adhesive tape

II.2.3) Place of performance

NUTS codes

- UKH2 - Bedfordshire and Hertfordshire
- UKJ3 - Hampshire and Isle of Wight
- UKJ4 - Kent

II.2.4) Description of the procurement

The supply of Adhesive Tapes

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: £480,000

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: No

II.2) Description

II.2.1) Title

Office and Colouring Pens and Pencils, Erasers and Sharpeners

Lot No

9

II.2.2) Additional CPV code(s)

- 30192121 - Ballpoint pens
- 30192122 - Fountain pens
- 30192123 - Fibre pens
- 30192124 - Felt-tipped pens
- 30192125 - Markers
- 30192126 - Technical pens
- 30192130 - Pencils
- 30192131 - Propelling or sliding pencils
- 30192132 - Pencil lead refills
- 30192133 - Pencil sharpeners
- 30192700 - Stationery

II.2.3) Place of performance

NUTS codes

- UKH2 - Bedfordshire and Hertfordshire
- UKJ3 - Hampshire and Isle of Wight
- UKJ4 - Kent

II.2.4) Description of the procurement

The supply of Office and Colouring Pens and Pencils, Erasers and Sharpeners

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: £11,450,000

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: No

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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

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

28 November 2024

Local time

2:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

29 November 2024

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

High Court of England & Wales

11th floor, Thomas More Building, Royal Courts of Justice, Strand

London

WC2A 2LL

Country

United Kingdom