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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](mailto: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

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## **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

### **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

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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 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



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## **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