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Tender

## Office Solutions

The Minister for the Cabinet Office acting through Crown Commercial Service

F02: Contract notice

Notice identifier: 2023/S 000-035685

Procurement identifier (OCID): ocds-h6vhtk-03a3ed

Published 4 December 2023, 4:04pm

## Section I: Contracting authority

### I.1) Name and addresses

The Minister for the Cabinet Office acting through Crown Commercial Service

9th Floor, The Capital Building, Old Hall Street

Liverpool

L3 9PP

#### Email

[supplier@crowncommercial.gov.uk](mailto:supplier@crowncommercial.gov.uk)

#### Telephone

+44 3454102222

#### Country

United Kingdom

#### Region code

UK - United Kingdom

**Internet address(es)**

Main address

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

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://crowncommercialservice.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://crowncommercialservice.bravosolution.co.uk>

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

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

Ministry or any other national or federal 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**

Office Solutions

Reference number

RM6299

#### **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**

Crown Commercial Service (CCS) is seeking to establish a framework contract with suppliers for the provision of office stationery supplies and electronic office supplies.

The supplier shall be required to provide the deliverables (e.g. goods and services) to all public sector organisations throughout the United Kingdom including but not limited to;

office stationery

facility peripherals (janitorial/cleaning products)

paper and paper based products

electronic office supplies (EOS)

office furniture

ergonomic products

catering products

This new Framework contract will be for a period of 36 months with an option to extend for one further 12 (twelve) month period.

The new Framework contract will be split into 2 Lots as follows:

Lot 1 - Office Stationery and Electronic Office Supplies (EOS) (Multi Supplier)

Lot 2 - Electronic Office Supplies (EOS) (Multi Supplier)

This Framework is to replace the current RM6059 Office Supplies framework, which has two single supplier lots and one multi-supplier lot offering a product range similar to the above.

The full specification is set out in Framework Schedule 1 (Specification).

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

Value excluding VAT: £400,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

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

#### **II.2.1) Title**

Office Stationery and Electronic Office Supplies (EOS) (Multi Supplier)

Lot No

1

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

- 22111000 - School books
- 22600000 - Ink
- 22610000 - Printing ink
- 22830000 - Exercise books
- 22832000 - Exercise papers

- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages
- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture
- 30125000 - Parts and accessories of photocopying apparatus
- 30125100 - Toner cartridges
- 30125110 - Toner for laser printers/fax machines
- 30125120 - Toner for photocopiers
- 30125130 - Toner for data-processing and research and documentation centres
- 30190000 - Various office equipment and supplies
- 30192000 - Office supplies
- 30192113 - Ink cartridges
- 30192700 - Stationery
- 30197000 - Small office equipment
- 30197600 - Processed paper and paperboard
- 30197642 - Photocopier paper and xerographic paper
- 30197643 - Photocopier paper
- 30199000 - Paper stationery and other items
- 30199230 - Envelopes
- 30199710 - Printed envelopes
- 30230000 - Computer-related equipment
- 30234000 - Storage media
- 30237200 - Computer accessories
- 33141623 - First-aid boxes
- 37800000 - Handicraft and art supplies
- 38112100 - Global navigation and positioning systems (GPS or equivalent)
- 38650000 - Photographic equipment

- 39113700 - Footrests
- 39130000 - Office furniture
- 39162000 - Educational equipment
- 39162110 - Teaching supplies
- 39220000 - Kitchen equipment, household and domestic items and catering supplies
- 39800000 - Cleaning and polishing products

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

NUTS codes

- UK - United Kingdom

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

All office solutions products, including stationery and EOS.

This is a multi Supplier Lot.

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

Quality criterion - Name: Quality / Weighting: 40

Quality criterion - Name: Price / Weighting: 60

Price - Weighting: 60

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

Value excluding VAT: £300,000,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The initial duration of the Framework is 36 months, with an option to extend the duration of the Framework Contract for any period or periods up to a maximum of one (1) twelve (12) month extension period in total from the expiry of the Initial Period.

CCS reserve the right to extend lots by varying durations.

#### **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**

CCS will conduct an eAuction for Lot 1.

CCS reserves the right to not perform an eAuction and to revert to a sealed bid price evaluation, where the lowest price will be awarded maximum price score.

The framework will be established for 36 months with the option to extend for up to 1 further period of 12 months.

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

#### **II.2.1) Title**

Electronic Office Supplies (EOS) Multi Supplier

Lot No

2

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

- 22600000 - Ink
- 22610000 - Printing ink

- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages
- 30125000 - Parts and accessories of photocopying apparatus
- 30125100 - Toner cartridges
- 30125110 - Toner for laser printers/fax machines
- 30125120 - Toner for photocopiers
- 30125130 - Toner for data-processing and research and documentation centres
- 30192113 - Ink cartridges

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

NUTS codes

- UK - United Kingdom

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

Electronic Office Supplies (EOS only). This is a multi supplier Lot.

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

Quality criterion - Name: Quality / Weighting: 40

Quality criterion - Name: Price / Weighting: 60

Price - Weighting: 60

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

Value excluding VAT: £100,000,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals



The initial duration of the Framework is 3 years (36 months) with an option to extend the duration of the Framework Contract for any period or periods up to a maximum of one (1) twelve (12) month extension period in total from the expiry of the Initial Period.

CCS reserve the right to extend lots by varying durations.

#### **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**

CCS will conduct an eAuction for Lot 2.

CCS reserves the right to not perform an eAuction and to revert to a sealed bid price evaluation, where the lowest price will be awarded maximum price score.

The framework will be established for 36 months with the option to extend for up to 1 further period of 12 months.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Candidates will be assessed in accordance with Section 5 of the 2015 Public Contract Regulations (implementing the directive) on the basis of information provided in response to an invitation to tender (ITT) registering for access.

#### **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.1.6) Information about electronic auction**

An electronic auction will be used

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-003879](#)

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

Date

15 January 2024

Local time

3:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 15 July 2024

#### **IV.2.7) Conditions for opening of tenders**

Date

15 January 2024

Local time

3:01pm

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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**

As part of this contract notice the following documents can be accessed at:

<https://www.contractsfinder.service.gov.uk/Notice/39d62991-bec0-4c77-82e8-846c0bff8b65>

- 1) Contract notice transparency information for the agreement;
- 2) Contract notice authorised customer list;
- 3) Rights reserved for CCS framework.

The Government Security Classifications (GSC) Policy came into force on 2 April 2014 and describes how HM Government classifies information assets to ensure they are appropriately protected. It applies to all information that the Government collects, stores, processes, generates or shares to deliver services and conduct business.

Cyber Essentials is a mandatory requirement for Central Government contracts which involve handling personal information or provide certain ICT products/services. Government is taking steps to reduce the levels of cyber security risk in its supply chain through the Cyber Essentials scheme. The scheme defines a set of controls which, when implemented, will provide organisations with basic protection from the most prevalent forms of threat coming from the internet. To participate in this procurement, bidders must be able to demonstrate they comply with the technical requirements prescribed by Cyber Essentials, for services under and in connection with this procurement, or the accepted equivalent for this procurement, as stated in the Attachment 2a Selection Questionnaire.

Refer to <https://www.ncsc.gov.uk/information/cyber-essentials-faqs> for more information.

Some purchases under this framework Agreement may have requirements that can be met under this Framework Agreement but the purchase of which may be exempt from the Procurement Regulations (as defined in Attachment 1 – About the framework within the invitation to tender documentation). In such cases, Call-offs from this Framework will be unregulated purchases for the purposes of the Procurement Regulations, and the buyers may, at their discretion, modify the terms of the Framework and any Call-off Contracts to reflect that buyer's specific needs.

Registering for access:

This procurement will be managed electronically via the eSourcing suite. This will be the route for sharing all information and communicating with bidders. If you have recently

registered on the eSourcing suite for another CCS procurement you can use the same account for this new procurement. If not, you will first need to register your organisation on the portal.

Use the following link for information on how register and use the eSourcing tool:  
<https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers>

For assistance please contact the eSourcing Help Desk operated by email at [eEnablement@crowncommercial.gov.uk](mailto:eEnablement@crowncommercial.gov.uk) or call 0345 410 2222.

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

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

The Minister for the Cabinet Office acting through Crown Commercial Service

9th Floor, The Capital, Old Hall Street

Liverpool

L3 9PP

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