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Tender

Supply and Delivery of General Stationery and Office Paper

Orkney Islands Council

F02: Contract notice

Notice identifier: 2024/S 000-040941

Procurement identifier (OCID): ocds-h6vhtk-04c982

Published 19 December 2024, 12:01pm

Section I: Contracting authority

I.1) Name and addresses

Orkney Islands Council

Council Offices, School Place

Kirkwall

KW15 1NY

Contact

Bruce Pinkerton

Email

procurement@orkney.gov.uk

Telephone

+44 01856873535

Fax

+44 01856876158

Country

United Kingdom

NUTS code

UKM65 - Orkney Islands

Internet address(es)

Main address

<http://www.orkney.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00369

I.3) Communication

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.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

Supply and Delivery of General Stationery and Office Paper

Reference number

OIC/PROC/1041

II.1.2) Main CPV code

- 30192700 - Stationery

II.1.3) Type of contract

Supplies

II.1.4) Short description

Orkney Islands Council has a requirement to enter into a contract with suitably qualified and experienced contractors for the supply and delivery of a range of general stationery products and office paper to Council establishments in Orkney.

II.1.5) Estimated total value

Value excluding VAT: £262,500

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

General Office Stationery and Equipment

Lot No

1

II.2.2) Additional CPV code(s)

- 22800000 - Paper or paperboard registers, account books, binders, forms and other articles of printed stationery
- 30192700 - Stationery
- 30199600 - Dividers for stationery
- 30199700 - Printed stationery except forms
- 22815000 - Notebooks
- 30141200 - Desktop calculators
- 30193200 - Desktop trays or organisers
- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture
- 30190000 - Various office equipment and supplies
- 30192000 - Office supplies
- 30197000 - Small office equipment

II.2.3) Place of performance

NUTS codes

- UKM65 - Orkney Islands

Main site or place of performance

Multiple Council offices, Education settings and Care settings throughout the Authority area

II.2.4) Description of the procurement

The Council has a requirement for the supply and delivery of a range of general stationery products and small equipment which excludes printers and scanners which are supplied and

maintained under a different contract in place with the Council. The requirement is restricted to office supplies and does not include materials for educational purposes which are ordered by schools via separate arrangements in place through a national framework agreement.

The requirement has been split into three smaller lots as listed below, the establishment list for delivery and preferred delivery dates are attached to this document at Appendix Three and the detailed list of products are attached as the price schedule at Appendix Four. Bidders will be able to submit a bid for any number of lots as fits their own business model, and the Authority will not be bound to accept any Contractor as a sole supplier for all lots.

II.2.5) Award criteria

Quality criterion - Name: Service Understanding and Requirements / Weighting: 12

Quality criterion - Name: Contract Management / Weighting: 19

Quality criterion - Name: Service Delivery / Weighting: 15

Quality criterion - Name: Employment / Weighting: 5

Quality criterion - Name: Sustainability / Weighting: 9

Price - Weighting: 40

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

Start date

1 April 2025

End date

31 March 2028

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.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Office Paper, Card and Envelopes

Lot No

2

II.2.2) Additional CPV code(s)

- 22810000 - Paper or paperboard registers
- 30197620 - Writing paper
- 30197630 - Printing paper
- 30197642 - Photocopier paper and xerographic paper
- 30197643 - Photocopier paper
- 30199000 - Paper stationery and other items
- 30197645 - Card for printing
- 30199200 - Envelopes, letter cards and plain postcards
- 30199230 - Envelopes

II.2.3) Place of performance

NUTS codes

- UKM65 - Orkney Islands

Main site or place of performance

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II.2) Description

II.2.1) Title

Printer Cartridges and Toner

Lot No

3

II.2.2) Additional CPV code(s)

- 30125110 - Toner for laser printers/fax machines
- 30237310 - Font cartridges for printers
- 30125100 - Toner cartridges

II.2.3) Place of performance

NUTS codes

- UKM65 - Orkney Islands

Main site or place of performance

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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

The relevant selection criteria will be included in the SPD module.

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

31 January 2025

Local time

12:00pm

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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

31 January 2025

Local time

12:00pm

Place

Virtually via Microsoft Teams

Information about authorised persons and opening procedure

Three Officers with delegated authority

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Approximately 6 months prior to the end of this agreement the Authority will commence the procedure to publish a Contract Notice for future provision

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

Orkney Islands Council reserves the right to cancel the procurement at any stage and not award a Contract. The expenditure, work or effort undertaken by bidders prior to the award of any Contract is accordingly a matter solely for the commercial judgement of bidders.

Late tenders will not be considered by the Council and all questions relating to this Contract Notice are to be submitted via the Questions and Answers section of this contract advertisement on PCS.

An economic operator that suffers, or risks suffering loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session.

Bidders should complete the SPD module online that is attached to this notice.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=786138.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:786138)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=786138

VI.4) Procedures for review

VI.4.1) Review body

Kirkwall Sheriff Court

Kirkwall

Country

United Kingdom