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Planning

Office Supplies 2026

SUPPLY CHAIN COORDINATION LIMITED

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-051659

Procurement identifier (OCID): ocids-h6vhtk-0521b4 ([view related notices](#))

Published 27 August 2025, 3:25pm

Scope

Reference

1616

Description

Opportunity

Non-exclusive framework agreement for the supply of Office Supplies via the Stock/eDirect/Direct route to market. This includes but is not limited to; Office Supplies products - Copier Paper, General Stationery, EOS Branded and Remanufactured cartridges, Envelopes, Labels, Technology.

This framework agreement is for a total of 48 months. Precise quantities are unknown. It is anticipated that initial expenditure will be in the region of GBP £100,000,000 Ex Vat / £120,000,000 Inc Vat throughout the duration of this framework agreement. However, this is approximate only and the values may vary depending on the requirements of those bodies purchasing under the framework agreement.

The purpose of this notice is to draw attention to a procurement that NHS Supply Chain intends to commence in December 2025 and invite responses to an RFI (Request for Information) which will be issued once interest is expressed in the opportunity via the Jaggaer e-Procurement Portal (see further instructions below).

The invitation to tender will be the subject of a separate notice and it is that notice to which potential suppliers will need to respond at the appropriate time.

Requirements

The following certification will be a requirement of the upcoming tender exercise and Applicants may be required to include evidence of this within their tender submission:

- Employer's Liability Insurance cover of £5m per claim in the name of the Applicant
- Public Liability Insurance cover of £1m per claim in the name of the Applicant
- Product Liability Insurance cover in the name of the Applicant of £5m per claim or £5m per claim and in the annual aggregate
- ISO9001:2015 accredited by the United Kingdom Accreditation Service (or equivalent) to cover all segments of the Applicant's and the product's supply chain. This should include, but not be limited to, manufacturing, storage and distribution.
- Declaration of Conformity and UKCA/CE Certification to demonstrate compliance to Medical Devices Regulations 2002 (if applicable).

PPN 009 'Tackling Modern Slavery in Government Supply Chains'

In February 2025 PPN 009 "Tackling Modern Slavery in Government Supply Chains" was published. This PPN specifically calls out the NHS as being in scope. The PPN requires the risk of Modern Slavery to be identified for each Procurement activity, and appropriate due diligence conducted to manage these risks.

Risk Profiling and Methodology

Each NHS Supply Chain procurement, including the forthcoming procurement for Office Supplies has been assessed, using a standard methodology. The methodology has been developed using a database of risk, mapped to E-class codes. This has been mapped to the procurement activity to assess the level of risk associated with that activity, prior to knowing which specific suppliers and value chains are going to be used. Based on that risk the following tools will be applied to the procurement to understand the specific risk in the proposed supply chains.

Framework Risk Tools to Use

Low Risk - Modern Slavery Assessment Tool

Medium Risk - Modern Slavery Assessment Tool + Evidence Review

High Risk - Modern Slavery Assessment Tool + Evidence Review +

3rd Party Audit

This risk profiling has been conducted on Office Supplies products in the pre-market phase and has determined a medium risk.

The Pre Market Engagement Notice pre-positions the supply base of the tools we will apply in the tender to manage that risk. These requirements will be evaluated as part of the tender submission and the results used to assess the level of risk in the Suppliers Value Chain ahead of any award.

PPN 009 Tender Submission Requirements

Confirmation (yes/no) that The Modern Slavery Assessment Tool has been completed - will form part of the Selection Questionnaire of the tender. Results will be evaluated to establish Supplier risk.

Evidence Review on Modern Slavery - will be evaluated at tender submission. Results will be evaluated to establish Supplier risk.

A 3rd party audit - will be a requirement at tender submission stage for lots determined as high risk and results will form part of Supplier risk assessment during the evaluation stage of the tender.

Actions for Suppliers/Potential Suppliers to take now in the Pre-Market Stage

Ensure you have completed the Modern Slavery Assessment Tool (MSAT), you have a plan in place to act on the recommendations it makes, and you maintain the assessment annually.

Understanding the 3rd party Audit requirement?

The breadth of items that NHS Supply Chain procures, makes it challenging to prescribe a single auditing approach appropriate to all supply chains, we are therefore not stipulating which auditing bodies suppliers use.

Depending on the risk identified at the beginning of the individual procurement, the 3rd

party Audit requirement will need to reflect and satisfy the risks identified.

Risks are based on the 6 factors set out in PPN 009.

The NHS has adopted PPN002 (taking account of Social Value), and therefore this future Framework Agreement will require suppliers to state what is their Social Value proposition which in turn will be made available to customers who utilise the Framework Agreement to aid their decision making when using the framework.

In addition, the NHS has adopted the Government's 'Taking Account of Carbon Reduction Plans' PPN006 requiring all suppliers with new contracts for goods, services and/or works irrespective of value to publish a carbon reduction plan for their direct emissions. Suppliers bidding on NHS Supply Chain tenders will also be required to submit an Evergreen Assessment.

For further information on NHS Supply Chain's application of PPN002 and PPN006 in addition to Evergreen Assessment and Horizon scanning requirements, a Sustainability & Social Value document will be issued to all suppliers who express interest in this Pre Market Engagement Notice along with the RFI. In any case, the Sustainability & Social Value document will also be made available with the full tender documents which will be the subject of separate market notice.

Suppliers are also encouraged to register themselves on the Central Digital Platform by using the following link; Suppliers: How to register your organisation and first administrator on Find a Tender in three easy steps (HTML) - GOV.UK

The Framework Agreement between NHS Supply Chain and successful suppliers will reserve the right to purchase the same or similar supplies and/or services from suppliers not appointed to the Framework Agreement at its sole discretion.

As part of its pre-tender strategy, NHS Supply Chain would also like to engage with suppliers of these products via a Request for Information (RFI). If you would like to complete the Request for Information document in respect of the products which are the subject of this procurement then please follow the below instructions;

REGISTRATION

1. Use URL <https://nhssupplychain.app.jaggaer.com//> to access the NHS Supply Chain Procurement portal.

2. If not yet registered:

- Click on the 'Not Registered Yet' link to access the registration page.

- Complete the registration pages as guided by the mini guide found on the landing page.

PORTAL ACCESS

If registration has been completed:

- Login with URL <https://nhssupplychain.app.jaggaer.com//>
- Click on "SQs Open to All Suppliers"

EXPRESSION OF INTEREST

- Find " SQ_616" and click on the blue text. Select Express interest.

If you have any queries regarding the NHS Jaggaer E-procurement Portal or completing your expression of interest on this system, please contact our Support Helpdesk managed by Jaggaer on telephone: 0800 0698630 or by E-mail: help_uk@jaggaer.com

Commercial tool

Establishes a framework

Total value (estimated)

- £100,000,000 excluding VAT
- £120,000,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 13 July 2026 to 12 July 2030
- 4 years

Main procurement category

Goods

CPV classifications

- 30192000 - Office supplies
- 30197630 - Printing paper
- 30192700 - Stationery
- 30125100 - Toner cartridges
- 30192113 - Ink cartridges
- 30199230 - Envelopes
- 30199760 - Labels
- 32321200 - Audio-visual equipment

Engagement

Engagement deadline

26 September 2025

Engagement process description

RFI to be issued from 1st September 2025

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Contracting authority

SUPPLY CHAIN COORDINATION LIMITED

- Public Procurement Organisation Number: PLLH-1887-BMRL

Wellington House, 133-155 Waterloo Road

London

SE1 8UG

United Kingdom

Email: FacilitiesandOfficesolutionssupport@supplychain.nhs.uk

Website: <https://www.supplychain.nhs.uk/>

Region: UKI45 - Lambeth

Organisation type: Public authority - sub-central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

North of England Commercial Procurement Collaborative

Summary of their role in this procurement: North of England Commercial Procurement Collaborative (hosted by Leeds and York Partnership NHS Foundation Trust), as agent, for and on behalf of Supply Chain Coordination Limited ("SCCL")

- Public Procurement Organisation Number: PTJM-6566-YTJZ

Saville Street East

Sheffield

S4 7UQ

United Kingdom

Email: facilitiesandofficesolutionsupport@supplychain.nhs.uk

Region: UKE32 - Sheffield

Contact organisation

Contact North of England Commercial Procurement Collaborative for any enquiries.