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Tender

Provision of Multi-functional Devices

Equals Trust
PHP Law LLP

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-057553

Procurement identifier (OCID): ocds-h6vhtk-059cc0

Published 18 September 2025, 9:00am

Scope

Reference

ET01.14

Description

This tender opportunity has been issued by Equals Trust. The Contractor must offer an MFD solution that meets the quantity and device specification set by the Trust. The plan is to let the leases in phases for when the current contracts terminate, with co-terminating the lease end dates with the end of the 5-year maintenance agreement. Key contract aims: a. have relevant experience of supporting a primary school trust with an agile personalised approach. b. ensure all management and engineers have the personable skills and expertise to work within education, including appropriate safeguarding training and enhanced DBS checks for on-site staff. c. provide the Trust with a 'Letter of Assurance' which states that all staff who visit any of the Trust school sites have been recruited in accordance with 'Keeping children safe in education', with an enhanced DBS check in place. The Supplier will inform the client of all new starter's names and DBS clearance numbers and leavers as they occur. d. provide a nominated account manager who can work in partnership with the Trust, who has the ability to instantly track all jobs

and assess issues, combined with a clear escalation process. e. support the schools with maintenance issues, committing to a 4-hour SLA of being able to provide an engineer on site if the issue cannot be resolved remotely. f. implement a continuous improvement plan whereby the Contractor continuously monitors re-occurring faults and advises the Trust of areas of opportunity for service improvements, sustainability initiatives or cost savings. g. provide a cost-effective solution to card release printing and data collection. h. be responsible for sourcing and supplying all relevant materials and resources which are required to deliver this requirement. i. provide sustainability initiatives and support. j. be fully conversant with all relevant legislation, including Health and Safety, and always adhere to this. k. ensure that waste will be correctly sorted or disposed of or recycled, if possible.

Total value (estimated)

- £750,000 excluding VAT
- £900,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 5 January 2026 to 4 January 2031
- Possible extension to 3 January 2032
- 5 years, 11 months, 30 days

Description of possible extension:

Option of a further year extension to enable co-terminus end dates of the maintenance contract with the leases

Main procurement category

Goods

Additional procurement category

Services

CPV classifications

- 30120000 - Photocopying and offset printing equipment
- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture
- 30121000 - Photocopying and thermocopying equipment
- 30121100 - Photocopiers

Contract locations

- UKF - East Midlands (England)

Participation

Legal and financial capacity conditions of participation

Financial appraisal consisting of a credit check

Technical ability conditions of participation

Provide 3 relevant previous contract examples To constitute a pass, the contract examples provided shall be relevant to the requirement, with a sufficient level of detail that provides confidence in the Tenderer's established past experience in similar and relevant projects/contracts. The contracts must be within the education sector and similar

complexity and working on more than one site within the contract.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

24 October 2025, 12:00am

Tender submission deadline

24 October 2025, 12:00pm

Submission address and any special instructions

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=98170&B=

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

19 December 2025

Award criteria

Name	Description	Type	Weighting
Price	Price	Price	40%
Account Support, Management & Monitoring	Account Support, Management & Monitoring	Quality	30%
Proposed Solution	Proposed Solution	Quality	15%
Implementation Management	Implementation Management	Quality	10%
Sustainability	Sustainability	Quality	5%

Other information

Payment terms

Quarterly invoice payments for the leases and monthly invoicing in arrears for the maintenance contract broken down by school and print volumes

Description of risks to contract performance

Risks to contract performance are: Compliance and Regulatory Risks: Failure to comply with regulations and standards can lead to legal penalties and increased liability. Regular updates to safety regulations may require ongoing adjustments to the contract and services provided. Operational Risks: Delays in response times for the provision of workers. Not being able to fulfil the bookings Financial Risks: Inaccurate cost estimates or underfunding can lead to incomplete or substandard service delivery. Vendor Risks: A Contractor may fail to meet contractual obligations or commit a material breach.

Contractor may face operational or financial difficulties. Technological Risks: Outdated or incompatible technology can hinder the effectiveness of fire and security systems. Cybersecurity threats to digital security systems can compromise sensitive information and system integrity. Communication Risks: Poor communication between the Contractor and the Trust can lead to misunderstandings and unmet expectations. Lack of clear protocols for reporting and addressing issues can delay resolution and increase risks.

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

The justification is that the requirements are not complex or niche and the Contracting Authority already has an understanding of what they want the service to deliver and the market is known.

Contracting authorities

PHP Law LLP

- Public Procurement Organisation Number: PPRM-9434-VNYQ

Unit 3 The Brutus Centre Station Road Totnes

Totnes

TQ9 5RW

United Kingdom

Contact name: Claire Jones

Email: claire.jones@phplaw.co.uk

Region: UKK43 - Devon CC

Organisation type: Private utility

Equals Trust

- Public Procurement Organisation Number: PPCP-6759-YCGX

Keyworth Primary And Nursery School Nottingham Road,

Nottingham

NG12 5FB

United Kingdom

Contact name: Josie Medforth

Email: josie.medforth@phplaw.co.uk

Region: UKF16 - South Nottinghamshire

Organisation type: Public authority - central government

Contact organisation

Contact PHP Law LLP for any enquiries.