

UK-Glossop: office supplies

2008/S 134-179666

CONTRACT NOTICE

Supplies

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

Procurement for Housing, Collective Enterprises Ltd, Bleaklow House, Howard Town Mill, Contact: Wendy Griffiths, UK-Glossop SK13 8HT . Tel. (44) 14 57 89 19 46. E-mail: wgriffiths@cel.co.uk. Fax (44) 14 57 86 93 61.

Internet address(es):

General address of the contracting authority: www.procurementforhousing.co.uk.

Further information can be obtained at: As in above-mentioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s).

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s).

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Other: Central Purchasing Body.

Housing and community amenities.

The contracting authority is purchasing on behalf of other contracting authorities: yes.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority:

Office Supplies and Associated Products.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Supplies.

Purchase.

Main place of delivery: Various locations throughout the United Kingdom.

NUTS code: UK.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with several operators.

Duration of the framework agreement: Duration in year(s): 3

Estimated total value of purchases for the entire duration of the framework agreement:

Estimated value excluding VAT: 102 000 000 GBP.

II.1.5) Short description of the contract or purchase(s):

Procurement for Housing is a purchasing consortium dedicated to Social Housing providers (termed as members) across the UK. The total number of members to date is 634, this number is continually growing.

Please note that this agreement will be open to all existing members and future members of Procurement for Housing.

PfH requires a selection of suppliers to provide Office Stationery, Office Furniture, Creative Design Services and a Print Management solution to its members.

II.1.6) **Common procurement vocabulary (CPV):**

30192000, 21230000, 36121000, 36111420, 78000000, 78120000, 78240000, 78225000, 74843000, 74400000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

No.

II.1.8) **Division into lots:**

Yes.

Tenders should be submitted for: one or more lots.

II.1.9) **Variants will be accepted:**

Yes.

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope:**

The total estimated value for each lot for 3 years are as follows:

- Office Stationery - 33 000 000.
- Office Furniture - 15 000 000.
- Creative Design - 30 000 000.
- Print Management - 24 000 000.

This gives an estimated total contract value of 102 000 000.

Estimated value excluding VAT: 102 000 000 GBP.

II.2.2) **Options:**

Yes.

Description of these options: This framework agreement may be extended due to satisfactory performance of successful bidder(s) by a period of 12 months at the discretion of PfH.

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

Duration in months: 36 (from the award of the contract).

INFORMATION ABOUT LOTS

LOT NO 1

TITLE: Office Stationery

1) **SHORT DESCRIPTION:**

The successful bidder(s) will be required to deliver office stationery to PfH members throughout the UK.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

30192000, 21230000.

3) **QUANTITY OR SCOPE:**

The estimated potential annual spend for the contract is approximately 11 000 000 GBP and the contract will be for a minimum of 3 years with the possibility of a 12-month extension subject to supplier satisfactory performance.

Estimated cost excluding VAT: 33 000 000 GBP.

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 2

TITLE: Office Furniture

- 1) **SHORT DESCRIPTION:**
The successful bidder(s) will be required to provide office furniture, consultancy, design, project management and after-sales care to PfH members throughout the UK.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
36121000, 36111420.
- 3) **QUANTITY OR SCOPE:**
The estimated potential annual spend for the contract is approximately 5 000 000 GBP and the contract will be for a minimum of 3 years with the possibility of a 12-month extension subject to supplier satisfactory performance.
Estimated cost excluding VAT: 15 000 000 GBP.
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 3

TITLE: Creative Design Services

- 1) **SHORT DESCRIPTION:**
The successful bidder(s) will be required to provide design and creative services to PfH members throughout the UK.
The successful bidder(s) will be required to as a minimum provide:
 - Print and Web design.
 - Brand Management.
 - Copy Writing.
 - Dedicated Account Management.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
78225000, 74843000, 74400000.
- 3) **QUANTITY OR SCOPE:**
The potential annual spend for the contract is estimated at approximately 10 000 000 GBP. The contract will be for a minimum of 3 years with the possibility of a 12-month extension subject to supplier satisfactory performance.
Estimated cost excluding VAT: 30 000 000 GBP.
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 4

TITLE: Print Management

- 1) **SHORT DESCRIPTION:**
The successful bidder(s) will be required to provide a total print management solution to PfH members throughout the UK.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
78000000, 78120000, 78240000.

3) **QUANTITY OR SCOPE:**

The potential annual spend for the contract is estimated at approximately 8 000 000 GBP. The contract will be for a minimum of 3 years with the possibility of a 12-month extension subject to supplier satisfactory performance.

Estimated cost excluding VAT: 24 000 000 GBP.

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Deposits and guarantees required:

A processing fee of 117,50 GBP inclusive of VAT should be included with the submitted pre-qualification questionnaire. The details of this can be found within the pre-qualification questionnaire document.

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:

As per contract documents.

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

As per contract documents.

III.1.4) Other particular conditions to which the performance of the contract is subject:

No.

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if requirements are met: As per contract documents.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met: As per contract documents.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met: As per contract documents.

III.2.4) Reserved contracts:

No.

III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

III.3.1) Execution of the service is reserved to a particular profession:

III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:

No.

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of procedure:

Restricted.

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate:

IV.1.3) Reduction of the number of operators during the negotiation or dialogue:

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no.

IV.2) **AWARD CRITERIA**

IV.2.1) **Award criteria:**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

IV.2.2) **An electronic auction will be used:**

No.

IV.3) **ADMINISTRATIVE INFORMATION**

IV.3.1) **File reference number attributed by the contracting authority:**

WG/2008/OFFICE.

IV.3.2) **Previous publication(s) concerning the same contract:**

No.

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 8.8.2008 - 16:30.

Payable documents:

Price: 117,50 GBP.

Terms and method of payment: A cheque for 117,50 GBP (inclusive of VAT) made payable to Collective Enterprises Ltd should be included with each completed pre-qualification questionnaire submission.

IV.3.4) **Time-limit for receipt of tenders or requests to participate:**

13.8.2008 - 12:00.

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**

English.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**

IV.3.8) **Conditions for opening tenders:**

Persons authorised to be present at the opening of tenders: no.

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) **THIS IS A RECURRENT PROCUREMENT:**

Yes.

Estimated timing for further notices to be published: 3 or 4 years subject to satisfactory performance.

VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**

No.

VI.3) **ADDITIONAL INFORMATION:**

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures:**

Procurement for Housing, CEL, Bleaklow House, Howard Town Mill, UK-Glossop SK13 8HT . E-mail:

wgriffiths@cel.co.uk. Tel. (44) 14 57 89 19 46. URL: www.procurementforhousing.co.uk. Fax (44) 14 57 86 93 61.

Body responsible for mediation procedures:

VI.4.2) **Lodging of appeals:**

VI.4.3) **Service from which information about the lodging of appeals may be obtained:**

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**
10.7.2008.