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**United Kingdom-Chester: Office-support services  
2020/S 061-146755**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

**I.1) Name and addresses**

Official name: Countess of Chester Hospital NHS Foundation Trust

Postal address: Liverpool Road

Town: Chester

NUTS code: UKD63

Postal code: CH2 1UL

Country: United Kingdom

E-mail: [info@coch-cps.co.uk](mailto:info@coch-cps.co.uk)

Telephone: +44 1244365143

**Internet address(es):**

Main address: [www.coch.nhs.uk](http://www.coch.nhs.uk)

**I.1) Name and addresses**

Official name: The eligible users of the proposed framework agreement are available for unrestricted and full direct access, free of charge at: <http://coch-cps.co.uk/wp-content/uploads/2018/05/F017-List-of-potential-users-in-the-UK.pdf>

Town: UK

NUTS code: UK

Country: United Kingdom

E-mail: [info@coch-cps.co.uk](mailto:info@coch-cps.co.uk)

**Internet address(es):**

Main address: [www.nhssourcing.co.uk](http://www.nhssourcing.co.uk)

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

The contract involves 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: [www.nhssourcing.co.uk](http://www.nhssourcing.co.uk)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.nhssourcing.co.uk](http://www.nhssourcing.co.uk)

Tenders or requests to participate must be submitted to the abovementioned address

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

Ministry or any other national or federal authority, including their regional or local subdivisions

I.5) **Main activity**  
Health

**Section II: Object**

II.1) **Scope of the procurement**

II.1.1) **Title:**

National Framework Agreement for Managed Office Administration Services & the Supply of Office Equipment and Consumables

Reference number: F/068/CORP/20/IB

II.1.2) **Main CPV code**

79500000

II.1.3) **Type of contract**

Services

II.1.4) **Short description:**

The Countess of Chester Hospital NHS Foundation Trust, through its Commercial Procurement Services, wishes to award a multi-supplier national framework agreement with two lots:

Lot 1: the provision of managed office administration services;

Lot 2: the supply of office equipment and consumables.

Tenders may be submitted for one or both lots.

II.1.5) **Estimated total value**

Value excluding VAT: 5 400 000.00 GBP

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:**

Lot 1: the Provision of Managed Office Administration Services

Lot No: 1

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

30190000

72512000

79500000

79571000

79800000

79990000

II.2.3) **Place of performance**

NUTS code: UK

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

Lot 1 of the framework will be for the provision of managed service for office administration to public sector organisations, excluding NHS organisations in England. NHS organisations in England are provided for by NHS Supply Chain and are outside the scope of this specification.

Suppliers appointed to lot 1 must be able to meet all aspects of the lot 1 framework specification. Client organisations will, however, be able to contract for individual service elements of the service as required.

Call-off contracts will be for a managed service containing one or more of the service elements detailed below, provided predominantly on a fixed fee cost basis rather than on a cost per transaction basis.

The provision of a fully secure managed service will include the following service elements:

- 1) provision of a managed service for office supplies including all items for daily use and special sourcing for ad hoc requests, including; purchasing, storage and consolidation of deliveries for specific requests;
- 2) provision of a fully managed print service, to include provision of print equipment service, maintenance and consumables;
- 3) provision of a secure document disposal service;
- 4) provision of hybrid mail services, to include printing, franking, post and email;
- 5) provision of on-line ordering system to support the provision of the above four services, that is adaptable to individual client organisations standing financial instructions, including authorisation processes and ability to encompass service line reporting and fully transparent audit trail.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

Value excluding VAT: 5 400 000.00 GBP

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

Duration in months: 48

This contract is subject to renewal: no

II.2.10) **Information about variants**

Variants will be accepted: yes

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

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**

II.2) **Description**

II.2.1) **Title:**

Lot 2: The Supply of Office Equipment and Consumables

Lot No: 2

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

22000000

22111000

22830000

22832000

30000000

30100000

30125100

30125110

30125120

30190000

30192000

30192113  
30192700  
30197000  
30197600  
30197642  
30197643  
30199000  
30199230  
30199710  
30230000  
30234000  
30237200  
32000000  
33141623  
37800000  
38112100  
38650000  
39000000  
39113700  
39130000  
39162000  
39162110  
39220000  
39800000

II.2.3) **Place of performance**

NUTS code: UK

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

Lot 2 of the framework will be for the transactional provision of office supplies to public sector organisations, excluding NHS organisations in England. NHS organisations in England are provided for by NHS Supply Chain and are outside the scope of this specification.

The supplier shall provide some or all of the product groupings shown below. The examples quoted are not restricted. The scope of lot 2 shall be any product covered by those CPV codes included in the OJEU contract notice accompanying this specification.

Office stationery — general office stationery products such as pens, pencils, desktop accessories, filing, presentation items, diaries and associated office supplies.

Office paper — office paper products such as cut paper and board.

Educational stationery – such as art supplies, teaching supplies, exercise books, school books, exercise papers, water based ink pens, wood free colouring pencils.

Janitorial products — janitorial cleaning products such as washroom supplies, blue roll, washing-up liquid and refuse sacks.

Office machines – such as printers, copiers and other multifunctional devices, paper shredding machines, label making machines and laminators.

Personal protection equipment – personal protection equipment such as safety clothing, hard hats, first aid kits, fire extinguishers and eye protectors.

Electronic office supplies — electronic office supplies such as ink and toner printer cartridges, electronic storage media and peripherals.

Catering goods and consumables – such as tea, coffee, napkins, mugs, cups, teapots, glasses and cutlery. The supplier shall provide branded (products which contain a manufacturer brand name) and/or own brand/unbranded (products which contain the supplier's own brand name or products available as an alternative to a manufacturer's branded product).

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

Value excluding VAT: 5 400 000.00 GBP

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

Duration in months: 48

This contract is subject to renewal: no

II.2.10) **Information about variants**

Variants will be accepted: yes

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

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**

**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**

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

III.1.5) **Information about reserved contracts**

III.2) **Conditions related to the contract**

III.2.1) **Information about a particular profession**

III.2.2) **Contract performance conditions:**

III.2.3) **Information about staff responsible for the performance of the contract**

**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.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**

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

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**

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

Date: 24/04/2020

Local time: 14:00

IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**

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**

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

Date: 27/04/2020

Local time: 14:00

**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:**

Suppliers instructions how to express interest and bid for this tender:

1) browse to the esourcing portal <https://www.nhssourcing.co.uk> and click on view current opportunities;

2) select the title of the ITT;

3) review the ITT, framework agreement specification, prerequisites and list of eligible users (you may do this without registering);

4) register your organisation on the eSourcing portal (this is only required once);

5) accept the portal terms and conditions and click 'continue';

Enter your organisation and user details;

Note the username you chose and click 'Save' when complete;

You will shortly receive an e-mail with your unique password (please keep this secure).

6) login to the portal with the username/password;

7) click the 'PQQs/ITTs Open To All Suppliers' link. (These are pre-qualification questionnaires or invitations to tender open to any registered supplier);

8) click on the relevant PQQ/ITT to access the content;

9) click the 'Express Interest' button at the top of the page. This will move the PQQ/ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only). You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ITT Details' box;

10) responding to the ITT. Click 'My Response' under 'PQQ/ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining). You can now use the messages function to communicate with the buyer and seek any clarification. Note the deadline for completion, then follow the on-screen instructions to complete the ITT. There may be a mixture of online and offline actions for you to perform (there is detailed online help available). You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the Tendering help desk.

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: Royal Courts of Justice

Town: London

Country: United Kingdom

VI.4.2) **Body responsible for mediation procedures**

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:

The Countess of Chester Hospital NHS Foundation Trust will incorporate a standstill period at the point information on the award of the framework agreement is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the framework agreement is entered into.

The Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).

VI.4.4) **Service from which information about the review procedure may be obtained**

VI.5) **Date of dispatch of this notice:**

23/03/2020