



London Borough of Hammersmith & Fulham

Cabinet

29 MARCH 2010

LEADER

Councillor Stephen Greenhalgh

ARRANGEMENTS FOR THE SUPPLY AND DELIVERY OF EDUCATIONAL STATIONERY, EQUIPMENT, ELECTRONIC OFFICE SUPPLIES, PRINT AND BULK PAPER (“OFFICE STATIONERY”)

**Wards
All**

The Council's current contractual arrangements for purchasing office stationery expire on 31 March 2010. This report provides details of new arrangements being tendered on behalf of all London boroughs and other public bodies by the London Borough of Havering on behalf of the London Contracts and Supplies Group (LCSG).

This report recommends that the Council participates in the LCSG framework agreements which will realise overall estimated savings of approx £33K pa (8.7%) on current prices.

A separate report on the exempt part of the agenda provides confidential information about the tendering procedure and its outcome.

CONTRIBUTORS

DFCS
ADLDS

Recommendation:

That approval be given to participate in the LCSG framework agreements for the supply and delivery of Office Stationery for a period of up to four years, commencing 1 April 2010 at an estimated cost of £380,000 pa.

<p>HAS A PEIA BEEN COMPLETED? YES</p>
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1. BACKGROUND

- 1.1 Currently office stationery is purchased through existing London Contract and Supplies Group (LCSG) framework agreements¹ put in place by this Council in September 2005. These framework agreements were awarded to Office Depot UK Ltd and the Paper Company (Dixon and Roe). The Council's estimated spend is approximately £380K pa and current arrangements are due to expire in March 2010.
- 1.2 The London Borough of Havering has now taken over as the lead authority for the renewal of these agreements on behalf of the LCSG. In consultation with this Council and other authorities, they have retendered the framework agreements and held an e-auction.
- 1.3 Current analysis of the tendered rates indicate there are savings of approximately £33K (8.7%) for the Council on current prices.

2. DETAILS OF THE LCSG TENDERING EXERCISE

- 2.1 The tender exercise was carried out in accordance with the European and UK procurement law. An advert was placed in the EU journal on 6th May 2009 requesting expressions of interest from prospective suppliers. Following receipt of expressions of interest from 18 companies, all submitted a pre-qualifying questionnaire (PQQ). The PQQ's were scored against pre-agreed weighted criteria and included a credit check using Experion. Those that failed either the PQQ or credit check were not invited to tender.

- 2.2 In total, six companies were invited to tender for the provision of Office Stationery to the LCSG. The tender was divided into the following lots:-

Lot 1 – Office Stationery and Educational Supplies

Lot 2 – Office Equipment

Lot 3 – Print Room and Bulk Paper

Lot 4 – Electronic Office Supplies

The reason for lots was to allow both specialist suppliers of specific commodities and the large stationery suppliers the opportunity to tender. It was also recognised that this approach would create a competitive platform and therefore help to achieve the best value available.

- 2.3 The tender documentation was agreed by other members of the LCSG. Tender evaluation was based on the most economically advantageous tender with prices allocated 70% of the final marks and non-price element 30%.

¹ A Framework Agreement is an arrangement where named organisations are able to "call off" or raise orders against an agreed range of products or services at an agreed price and conditions outlined in the framework. There is no requirement to purchase from a framework agreement, which normally runs for four years

3. OUTCOME

- 3.1 Tenders were received from all six companies invited and these were evaluated by officers from Havering as well as those from Newham, Southwark, Hillingdon, Richmond, Ealing, Hackney, Wandsworth and Waltham Forest. The separate report on the exempt part of the agenda provided further details of the tendering exercise and its outcome.

4. RECOMMENDATIONS

- 4.1 It is recommended that the Council participate in the framework agreements led by the London Borough of Havering on behalf of the LCSG for the supply and delivery of Office Stationery from 1 April 2010 until 31 March 2014.

5. COMMENTS OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES

- 5.1 The Director of Finance and Corporate Services supports the recommendations.

6. COMMENTS OF THE ASSISTANT DIRECTOR, STRATEGY PERFORMANCE AND PROCUREMENT

- 6.1 The comments of the Assistant Director of Strategy, Performance and Procurement are contained in the body of the report. The report sets out the potential savings to be achieved through the use of collaborative procurement.

7. COMMENTS OF THE ASSISTANT DIRECTOR (LEGAL AND DEMOCRATIC SERVICES)

- 7.1 The procurement of the contract was led by London Borough of Havering. It is understood that the terms and conditions for the new framework agreement are based upon those used for the current contract (due to expire on 31 March 2010). Legal Services will carry out a review of the terms and conditions prior to execution and will work with officers to arrange for the execution of the contract

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

No	Description of Background Papers	Name/Ext. of Holder of File/Copy	Department/ Location
1.	Contract documentation	Joanna Angelides Ext 2586	Finance and Corporate Services Performance Strategy and Procurement, Room 10, Grd Floor, HTH.

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