

**URGENT REPORT OF THE HEAD OF ICT – MR. S. JOHN
POLICY AND RESOURCES CABINET BOARD**

9TH JULY 2015

THE SUPPLY OF OFFICE, COPIER & DIGITAL OFFSET PAPER

SECTION A

MATTER FOR DECISION

1. Purpose of Report

To seek Members approval to award the contract for the Authority's supply of office, copier and digital offset paper from 1st August 2015 to 18th January 2017 (with an option to extend for up to a further 24 months)

2. Background

The Authority currently procures its paper supply through a Value Wales (Welsh Government) led framework for the provision of office stationery. The appointed supplier is Lyreco.

In January 2014, the National Procurement Service (NPS) for Wales was created to procure goods and services for the Welsh Public Sector that were deemed as common and repetitive.

One of the commodities under the remit of the NPS, is the supply of stationery and paper. After a full and proper tender process, the NPS awarded an All Wales framework for this commodity divided into two lots, one for the supply of general stationery and one for the supply of paper. The framework commenced on the 19th January for a period of two years with the option to extend for a further 24 months.

The 'Lot' for general stationery has since had to be re-tendered due to a supplier challenge on the award of the framework, hence this report only details the award on the supply of paper. The Authority will continue to use Lyreco under an alternative national framework until the NPS completes its new tender process.

Four suppliers were appointed to the framework lot for the supply of paper and it was a requirement that the Authority ran a 'mini-tender'

procedure to appoint the most economically advantageous supplier based on its own requirements.

3. **Tender Process**

All four appointed suppliers were invited to submit tenders based upon the requirements of the Authority.

Tenders were assessed on the basis of 70% price and 30% quality.

Following evaluation of the four bids received, Office Depot was successful in obtaining the position of first ranked supplier.

4. **Financial Implications**

The annual expenditure for the supply of paper based upon previous usage was approximately £70,000 per annum.

Based upon the prices submitted in the tender, the new contract will deliver a saving of approximately £25,000 per annum to the Authority.

5. **Recommendation**

It is recommended that Office Depot is appointed as the Authority's supplier of office, copier and digital offset paper.

6. **Reasons for Proposed Decision**

To ensure the Authority complies with the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules.

List of Background Papers

eTenderWales file reference 1286 - Tender Documents and associated supplier response file.

Officer Contact

For further information on this report item, please contact: -

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Wards Affected

All

COMPLIANCE STATEMENT

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Sustainability Appraisal

Community Plan Impacts

Economic Prosperity	-	No Impact
Education & Lifelong Learning	-	No Impact
Better Health & Well Being	-	No Impact
Environment & Transport	-	No Impact
Crime & Disorder	-	No impact

Other Impacts

Welsh Language	-	No impact
Sustainable Development	-	Positive
Equalities	-	No impact
Social Inclusion	-	No impact