

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:2454-2016:TEXT:EN:HTML>

**United Kingdom-Liverpool: Office and computing machinery,  
equipment and supplies except furniture and software packages  
2016/S 003-002454**

**Contract notice**

**Supplies**

Directive 2004/18/EC

**Section I: Contracting authority**

**I.1) Name, addresses and contact point(s)**

The Minister for the Cabinet Office acting through Crown Commercial Service  
9th Floor, The Capital, Old Hall Street

L3 9PP Liverpool

UNITED KINGDOM

Telephone: +44 3450103503

E-mail: [supplier@crowncommercial.gov.uk](mailto:supplier@crowncommercial.gov.uk) , [enablement@crowncommercial.gov.uk](mailto:enablement@crowncommercial.gov.uk)

**Internet address(es):**

General address of the contracting authority: <http://www.gov.uk/ccs>

Address of the buyer profile: <https://gpsesourcing.cabinetoffice.gov.uk>

**Further information can be obtained from:** The above mentioned contact point(s)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:** The above mentioned contact point(s)

**Tenders or requests to participate must be sent to:** The above mentioned contact point(s)

**I.2) Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local sub-divisions

**I.3) Main activity**

Other: public procurement

**I.4) Contract award on behalf of other contracting authorities**

**Section II: Object of the contract**

**II.1) Description**

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

Crown Office Supplies Framework Agreement RM 3723.

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

Supplies

Purchase

Main site or location of works, place of delivery or of performance: Primarily in the UK with some limited requirements overseas.

NUTS code UK

**II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves the establishment of a framework agreement

**II.1.4) Information on framework agreement**

Framework agreement with several operators

Number of participants to the framework agreement envisaged: 2

**Duration of the framework agreement**

Duration in months: 24

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

Estimated value excluding VAT:

Range: between 240 000 000 and 264 000 000 GBP

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

Crown Commercial Service (CCS) as the Authority is putting in place a pan government Framework Agreement for the provision of Office Supplies for use by UK public sector bodies identified at VI.3) (and any future successors to these organisations), which include Central Government Departments and their Arm's Length Bodies and Agencies (ALBs), Non Departmental Public Bodies, NHS bodies and Local Authorities.

The above Public Sector Bodies have a need for Office Supplies Goods and delivery of purchased goods.

The initial duration of this Framework Agreement is for a two (2) year period. The Authority may extend the duration of this Framework Agreement for any period or periods up to a maximum of two (2) years in total from the expiry of the Initial Framework Period for a maximum of two (2) consecutive further terms, each of these terms being up to a maximum of twelve (12) months duration. Any extension will be exercised at the sole discretion of the Authority.

The Framework Agreement will be divided into 2 Lots:

— Lot 1 (Office Supplies) which includes office stationery, office paper, catering goods, janitorial goods, small office machines and electronic media;

— Lot 2 (Electronic Office Supplies) which includes fax and printer toner cartridges.

This Procurement will establish a multiple Supplier Framework Agreement. A Framework Agreement for each Lot will be awarded to a single unique Supplier.

Potential Providers can only bid for Lot 1 or Lot 2.

The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 ('TUPE') may not apply for Lot 1 or Lot 2. It is the responsibility of Potential Providers to take their own advice and consider whether TUPE is likely to apply in particular circumstances of the contract and to act accordingly. The Potential Provider is encouraged to carry out its own due diligence exercise.

A detailed description of the Services that the Potential Provider will be required to supply under this Framework Agreement are set out in full in Framework Schedule 2. Goods and delivery of purchased goods and Key Performance Indicators Part A: Goods and delivery of purchased goods of the Framework Agreement.

Cyber Essentials is mandatory for Central Government Contracts which involve handling personal information and providing certain ICT products and services.

The government is taking steps to further reduce the levels of cybersecurity risk in its supply chain through the Cyber Essentials scheme. The scheme defines a set of controls which, when properly implemented, will provide organisations with basic protection from the most prevalent forms of threat coming from the internet. There are 2 levels of certification: Cyber Essentials and Cyber Essentials Plus.

To participate in this Procurement, Potential Providers must be able to demonstrate that you comply with the technical requirements prescribed by Cyber Essentials for Services under and in connection with this Procurement.

The Potential Provider may be awarded a place on the Framework Agreement but shall not enter into any call-off procedure and/or any call-off Contracts with Contracting Authorities until they are able to demonstrate to the Authority that they meet the technical requirements prescribed by Cyber Essentials for Services under and in connection with this Procurement.

Further details of Cyber Essentials may be found here: <https://www.cyberstreetwise.com/cyberessentials/>  
Further detail of the mandatory requirements may be found in PPN 09/14.

The Authority will also assess whether this selection criterion is met on request from the Framework Agreement user prior to the proposed conclusion of a call-off Contract with a value of 20 000 000 GBP or greater (excluding VAT). Failure to meet the selection criterion set will render the supplier ineligible for that call-off Contract.

The Authority may increase the CCS Management Charge percentage (which shall be 0,5 % as at the Framework Commencement Date) at any point during the Framework Period up to a maximum of 1 %.

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

30000000, 30100000, 30125100, 30125110, 30125120, 30190000, 30191000, 30192113, 30192700, 30197000, 30197600, 30197642, 30197643, 30199000, 30199230, 30199710, 30234000, 30237200, 33141623, 39222000, 39830000, 90514000

II.1.7) **Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): yes

II.1.8) **Lots**

This contract is divided into lots: yes

Tenders may be submitted for one lot only

II.1.9) **Information about variants**

Variants will be accepted: no

II.2) **Quantity or scope of the contract**

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

Crown Commercial Service, as the Authority, intends to put in place a Framework Agreement for the provision of Office Supplies. The Framework Agreement will be available to central government and wider public sector organisations to provide services throughout the UK and potentially overseas.

This Procurement will establish a Multi Supplier Framework Agreement. The Framework Agreement be divided into 2 Lots: Lot 1 — Office Supplies and Lot 2 — Electronic Office Supplies. A Framework Agreement for each Lot will be awarded to a single unique Supplier.

Estimated value excluding VAT:

Range: between 240 000 000 and 265 000 000 GBP

II.2.2) **Information about options**

Options: no

II.2.3) **Information about renewals**

II.3) **Duration of the contract or time limit for completion**

Duration in months: 24 (from the award of the contract)

**Information about lots**

Lot No: 1

Lot title: Office Supplies

1) **Short description**

The provision of Office Supplies which will include office stationery, office paper, catering goods (such as tea/ coffee), janitorial goods (such as refuse sacks, wash room supplies), small office machines and electronic media (such as paper shredding machines, and laminators). These shall be available throughout the United Kingdom and potentially overseas. Suppliers shall be able to provide all the mandatory requirements.

2) **Common procurement vocabulary (CPV)**

30000000, 30190000, 33141623, 30192700, 30197642, 30199710, 30197000, 30197600, 30100000, 30191000, 30197643, 30199230, 30199000, 30237200, 30234000, 39222000, 39830000

3) **Quantity or scope**

Estimated value excluding VAT:

Range: between 120 000 000 and 132 000 000 GBP

4) **Indication about different date for duration of contract or starting/completion**

5) **Additional information about lots**

Lot No: 2

Lot title: Electronic Office Supplies

1) **Short description**

The provision of Electronic Office Supplies which includes fax and printer toner cartridges as defined in the Core List for Lot 2. The provision of toner waste collection and recycling which shall be provided to Contracting Authorities. The provision of Electronic Office Supplies shall be available throughout the United Kingdom and potentially overseas. Suppliers shall be able to provide all the mandatory requirements.

2) **Common procurement vocabulary (CPV)**

30125100, 90514000, 30125120, 30125110, 30192113

3) **Quantity or scope**

Estimated value excluding VAT:

Range: between 120 000 000 and 132 000 000 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:**

Potential Providers will be advised if this is necessary during the Procurement. Parent company and/or other guarantees of performance and financial liability may be required by the Authority if considered appropriate.

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

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

No legal form is required but if a contract is awarded to a Group of Economic Operators, the Authority may require the Group of Economic Operators to form a legal entity before entering into the Framework Agreement.

III.1.4) **Other particular conditions**

The performance of the contract is subject to particular conditions: 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 the requirements are met: Potential Providers will be assessed in accordance with Section 5 of Chapter 2 of the Public Contracts Regulations 2015, (implementing Title II, Chapter III, Section 3, Sub-Section I of Directive 2014/24/EU), on the basis of information provided in response to an Invitation to Tender ('ITT').

This Procurement will be managed electronically via the Authority's e-Sourcing Suite. To participate in this Procurement, participants must 1<sup>st</sup> be registered on the eSourcing Suite. If you have not yet registered on the eSourcing Suite, please go online to: <https://gpsesourcing.cabinetoffice.gov.uk> You can then access the link 'Register for CCS eSourcing'. Please note that, to register, you must have a valid DUNS number (as provided by Dun and Bradstreet) for the organisation which you are registering, who will be entering into a contract if invited to do so.

Full instructions for registration and use of the system can be found at: <https://www.gov.uk/government/publications/become-a-crown-commercial-service-supplier/becoming-a-supplier-through-the-crown-commercial-service-what-you-need-to-know>

Once you have registered on the eSourcing Suite, a registered user can express an interest for a specific procurement. This is done by emailing: [ExpressionOfInterest@crowncommercial.gov.uk](mailto:ExpressionOfInterest@crowncommercial.gov.uk)

Your email must clearly state: the name and reference for the procurement you wish to register for; the name of the Potential Provider; and the name and contact details for the registered individual sending the email. The Authority will process the email and then enable the Potential Provider to access the procurement online via the eSourcing Suite. The registered user will receive a notification email to alert them once this has been done. As a user of the eSourcing Suite, you will have access to eSourcing Suite email messaging service which facilitates all messages sent to you and from you in relation to any specific RFX event. Please note it is your responsibility to access these emails on a regular basis to ensure you have sight of all relevant information.

For technical assistance on use of the eSourcing Suite, please contact Crown Commercial Service Support Desk email: [eEnablement@crowncommercial.gov.uk](mailto:eEnablement@crowncommercial.gov.uk)

A full copy of the ITT documentation for this procurement will be available for unrestricted and full direct access, free of charge via Crown Commercial Service website from the date of this publication of the contract notice: <http://ccs-agreements.cabinetoffice.gov.uk/procurement-pipeline>

Responses must be published by the date in IV.3.4)

### III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: Potential Providers will be assessed in accordance with the Invitation to Tender ('ITT').

The Authority may take into account any of the following information:

- a) A copy of the audited accounts for the most recent 2 years, if available; or (alternatively);
- b) A statement of the turnover, profit and loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation; or
- c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position; or
- d) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).

### III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

Potential Providers will be assessed in accordance with Section 5 of the Regulations implementing the Directive, on the basis of information provided in response to an ITT.

The Authority may take into account the following information:

- (a) Up to 2 suitable contract examples, from the public or private sector, where similar requirements to those sought under this Procurement have been performed. Contracts should have been performed during the past 3 years. Customer contacts must be warned they may be contacted by Crown Commercial Service, to verify the accuracy of the information provided at any time;

- (b) A list of the principal deliveries or main services provided over the past 3 years, with the sums, dates and recipients, whether public or private, involved;
- (c) A description of the technical facilities and measures used by the Potential Provider for ensuring quality and data security;
- (d) An indication of the proportion of the contract which the Potential Provider intends possibly to subcontract. The ITT can be accessed at: <https://gpsesourcing.cabinetoffice.gov.uk> using the instructions detailed in III.2.1)

Minimum level(s) of standards possibly required:  
As stated in the Invitation to Tender (ITT).

- III.2.4) **Information about reserved contracts**
- III.3) **Conditions specific to services contracts**
- III.3.1) **Information about a particular profession**
- III.3.2) **Staff responsible for the execution of the service**

#### **Section IV: Procedure**

- IV.1) **Type of procedure**
- IV.1.1) **Type of procedure**  
Open
- 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**
- 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) **Information about electronic auction**  
An electronic auction will be used: yes  
Additional information about electronic auction: Reverse English price only eAuction.
- IV.3) **Administrative information**
- IV.3.1) **File reference number attributed by the contracting authority:**  
RM 3723
- IV.3.2) **Previous publication(s) concerning the same contract**  
**Prior information notice**  
Notice number in the OJEU: [2015/S 022-035990](#) of 31.1.2015
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**  
Payable documents: no
- IV.3.4) **Time limit for receipt of tenders or requests to participate**  
3.2.2016 - 15:00
- 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**  
in days: 120 (from the date stated for receipt of tender)

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

Place:

Web based portal.

**Section VI: Complementary information**

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about European Union funds**

The contract is related to a project and/or programme financed by European Union funds: no

VI.3) **Additional information**

The Authority will host a Bidders Conference to enable Potential Providers the opportunity to seek clarification on any matters relating to this Procurement and the Tender requirements in an open forum.

In order to secure attendance at this event, Potential Providers must nominate a maximum of 2 key personnel from their organisation to attend. Details of attendees must be provided to the Authority via the eSourcing Suite messaging system by no later than 15:00, Friday, 8.1.2016.

Potential Providers should note that, in accordance with the UK Government's policies on transparency, the Authority intends to publish the Invitation to Tender (ITT) document and the text of any Framework Agreement awarded, subject to possible redactions at the discretion of the Authority. The terms of the proposed Framework Agreement will also permit a public sector Contracting Authority, awarding a contract under this Framework Agreement, to publish the text of that contract, subject to possible redactions at the discretion of the Contracting Authority. Further information on transparency can be found at: <https://www.gov.uk/government/publications/procurement-and-contracting-transparency-requirements-guidance>

The Authority expressly reserves the right:

— Not to award any contract as a result of the procurement process commenced by publication of this notice; and

— (ii) To make whatever changes it may see fit to the content and structure of the tendering competition; and in no circumstances will the Authority be liable for any costs incurred by the Potential Provider.

In the event that there is a substantive challenge to the Procurement and such a challenge is confined to a single Lot, the Authority reserves the right to the extent that it is lawful to do so to conclude a Framework Agreement with the successful Potential Provider in respect of the Lot that have not been challenged.

If the Authority decides to enter into a Framework Agreement with the successful Potential Providers, this does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of Potential Providers. Any orders placed under this Framework Agreement will form a separate contract under the scope of this Framework between the Potential Provider and the specific requesting other Contracting Authorities.

The Contracting Authorities utilising the Framework reserve the right to use any electronic portal during the life of the agreement.

Electronic ordering and/or electronic invoicing and/or electronic payment may be used during the period of the Framework Agreement and throughout the lifespan of any call-off Agreements.

The duration referenced in Section II.1.4) is for the placing of orders.

The value provided in Section II.1.4) is only an estimate. We cannot guarantee to Suppliers any business through this Framework Agreement.

The Authority wishes to establish a Framework Agreement for use by the following UK public sector bodies (and any future successors to these organisations):

— Central Government Departments, Local Government and Public Corporations that can be accessed at the Public Sector Classification Guide: <http://www.ons.gov.uk/ons/rel/na-classification/national-accounts-sector-classification/classification-update-and-forward-workplan--september-2015/rft-table-1.xls>

— Local Authorities (England and Wales):  
<http://www.idea.gov.uk/idk/org/la-data.do>  
[www.ubico.co.uk](http://www.ubico.co.uk)

— NDPBs: <https://www.gov.uk/government/organisations>

— National Parks Authorities: <http://www.nationalparks.gov.uk/>

— Educational Establishments in England and Wales, maintained by the Department for Education including Schools, Universities and Colleges but not Independent Schools: <http://www.education.gov.uk/edubase/home.xhtml>

— Police Forces in the United Kingdom: <https://www.police.uk/contact/force-websites/>

— Police Forces and Special Police Forces in the United Kingdom, and/or Police and Crime Commissioners (as defined by the Police Reform and Social Responsibility Act 2011), and/or the Police Authorities (as defined in the Police Act 1964, Police Act 1996, Serious Organised Crime and Police Act 2005, Police and Justice Act 2006, Police, Public Order and Criminal Justice (Scotland) Act 2006), and other relevant legislation for the constituent parts of the United Kingdom, for their respective rights and interests;

— Fire and Rescue Services in the United Kingdom:  
<http://www.fireservice.co.uk/information/ukfrs>  
<http://www.nifrs.org/areas-districts/>  
<http://www.firescotland.gov.uk/your-area.aspx>

— NHS Bodies England:  
<http://www.nhs.uk/ServiceDirectories/Pages/AcuteTrustListing.aspx>  
<http://www.nhs.uk/ServiceDirectories/Pages/CCGListing.aspx>  
<http://www.nhs.uk/ServiceDirectories/Pages/MentalHealthTrustListing.aspx>  
<http://www.nhs.uk/ServiceDirectories/Pages/CareTrustListing.aspx>  
<http://www.nhs.uk/ServiceDirectories/Pages/AreaTeamListing.aspx>  
<http://www.nhs.uk/ServiceDirectories/Pages/SpecialHealthAuthorityListing.aspx>  
<http://www.nhs.uk/ServiceDirectories/Pages/OtherListing.aspx>

— Hospices in the UK: <http://www.helpthehospices.org.uk/about-hospice-care/find-a-hospice/uk-hospice-and-palliative-care-services>

— Registered Social Landlords (Housing Associations): <https://www.gov.uk/government/publications/current-registered-providers-of-social-housing>

— Third Sector and Charities in the United Kingdom:  
<http://www.charitycommission.gov.uk/find-charities/>  
<http://www.oscr.org.uk/search-charity-register/>  
<https://www.charitycommissionni.org.uk/ShowCharity/RegisterOfCharities/RegisterHomePage.aspx>

— Citizens Advice in the United Kingdom:  
<http://www.citizensadvice.org.uk/index/getadvice.htm>  
[www.cas.org.uk](http://www.cas.org.uk)  
<http://www.citizensadvice.co.uk/>

— Scottish Public Bodies.  
The framework agreement will be available for use by any Scottish Public Sector Body: the Authority; Scottish Non-Departmental Public Bodies; offices in the Scottish Administration which are not ministerial offices; cross-border public authorities within the meaning of Section 88 (5) of the Scotland Act 1998; the Scotland Office;



the Scottish Parliamentary Corporate Body; councils constituted under Section 2 of the Local Government, etc. (Scotland) Act 1994 (except where they are acting in their capacity as educational authority); Scottish joint fire boards or joint fire and rescue boards; Scottish joint police boards or any successor National Police or Fire Authority; Scottish National Park authorities, bodies registered as social landlords under the Housing (Scotland) Act 2001, Scottish Health Boards or Special Health Boards, Student Loans Company Limited, Northern Lighthouse Board, further or higher education institutions being fundable bodies within the meaning of Section 6 of the Further and Higher Education (Scotland) Act 2005, any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by 1 or more of the foregoing, bodies financed wholly or mainly by 1 or more of the foregoing, bodies subject to management supervision by 1 or more of the foregoing and bodies more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, being appointed by 1 or more of the foregoing.

— Scottish Government: <http://www.gov.scot>

— Scottish Parliament: <http://www.scottish.parliament.uk/abouttheparliament/27110.aspx>

— Scottish Local Authorities:

<http://www.gov.scot/About/Government/councils>

<http://www.scotland.org.uk/home/AboutUs/OurMembers/AssociateMembers.aspx>

— Scottish Agencies, NDPBs: <http://www.gov.scot/Topics/Government/public-bodies/about/Bodies>

— Scottish NHS Bodies:

<http://www.gov.scot/Topics/Health/NHS-Workforce/NHS-Boards>

<http://www.show.scot.nhs.uk/organisations/>

— Scottish Further and Higher Education Bodies:

<http://www.universities-scotland.ac.uk/index.php?page=members>

<http://www.collegesscotland.ac.uk/member-colleges.html>

[http://www.sfc.ac.uk/aboutus/council\\_funded\\_institutions/WhoWeFundColleges.aspx](http://www.sfc.ac.uk/aboutus/council_funded_institutions/WhoWeFundColleges.aspx)

— Scottish Police: <http://www.scotland.police.uk/your-community/>

— Scottish Housing Associations: [http://www.sfha.co.uk/component?option=com\\_membersdir/Itemid,149/view,membersdir/](http://www.sfha.co.uk/component?option=com_membersdir/Itemid,149/view,membersdir/)

— The Scotland Office: <https://www.gov.uk/government/organisations/scotland-office>

— Registered Social Landlords (Housing Associations) — Scotland: [http://www.esystems.scottishhousingregulator.gov.uk/register/reg\\_pub\\_dsp.search](http://www.esystems.scottishhousingregulator.gov.uk/register/reg_pub_dsp.search)

— Scottish Primary Schools: <http://www.educationscotland.gov.uk/parentzone/myschool/findaschool/index.asp>

— Scottish Secondary Schools: <http://www.educationscotland.gov.uk/parentzone/myschool/findaschool/index.asp>

— Scottish Special Schools: <http://www.educationscotland.gov.uk/parentzone/myschool/findaschool/index.asp>

— Welsh Public Bodies;

— National Assembly for Wales, Welsh Assembly Government and Welsh Local Authorities, and all bodies covered by:

<http://www.assembly.wales/en/Pages/Home.aspx>

<http://gov.wales>

— NHS Wales: <http://www.wales.nhs.uk/ourservices/directory>

— Housing Associations — Registered Social Landlords Wales: <http://gov.wales/topics/housing-and-regeneration/publications/registered-social-landlords-in-wales/?lang=en>

- Universities in Wales: <http://www.uniswales.ac.uk/universities/>
- Colleges in Wales: [http://www.collegeswales.ac.uk/en-GB/wales\\_colleges-42.aspx](http://www.collegeswales.ac.uk/en-GB/wales_colleges-42.aspx)
- Schools in Wales (nursery, primary, middle, secondary, special, independent schools and pupil referral units): <http://gov.wales/statistics-and-research/address-list-of-schools/?lang=en>
- Northern Ireland Public Bodies;
- Northern Ireland Government Departments: <http://www.northernireland.gov.uk/gov.htm>
- Northern Ireland Public Sector Bodies and Local Authorities: <http://www.northernireland.gov.uk/az2.htm>
- Schools in Northern Ireland: <http://www.nidirect.gov.uk/index/do-it-online/parents-online/find-schools-and-nurseries.htm>
- Universities in Northern Ireland: <http://www.deni.gov.uk/links.htm#colleges>
- Health and Social care in Northern Ireland: <http://www.hscni.net/>
- Northern Ireland Housing Associations: <http://www.nidirect.gov.uk/index/contacts/contacts-az.htm/housing-associations-contact>
- Police Service of Northern Ireland: <http://www.psni.police.uk/index.htm>

The Authority has produced a Data Pack identifying current spend, usage, transaction details and delivery information broken down by Contracting Authorities. To receive the Data Pack, you are required to complete the Non-Disclosure Agreement. On receiving the completed Non-Disclosure Agreement, the Authority will then send the Data Pack to you via the eSourcing Suite.

All Data Pack information shall be deemed to be strictly confidential and for use solely for the preparation of Tenders and the administration of any call-off Contract.

Any corporation established, or a group of individuals appointed to act together, for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character, and:

- (i) Financed wholly or mainly by another contracting authority listed above in this Section VI.3) of this notice;
- (ii) Subject to management supervision by another contracting authority listed above in this Section VI.3) of this notice; or
- (iii) More than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, are appointed by another contracting authority listed above in this Section VI.3) of this notice;
- (iv) An association of or formed by 1 or more of the Contracting Authorities listed above in this Section VI.3) of this notice.

Entities which are not public sector bodies may also use the Framework Agreements if the Authority is satisfied that:

- Such entity is calling-off goods and services directly, solely and exclusively in order to satisfy contractual obligations to 1 or more public sector bodies, all of which are entitled to use the Framework Agreements on their own account;
- All goods to be called-off by it are to be used directly, solely and exclusively to provide energy at sites occupied by such public sector body (ies); and
- It will pass the benefit of the call-off contract to such public sector body (ies) directly, in full and on a purely 'pass-through' basis. Accordingly there must be no markup, management fee, service charge or any similar cost solely in relation to the supply of energy imposed on the relevant public sector body(ies), who must be able to benefit from the terms of the Framework Agreements in a like manner and to the same extent as if using the Framework Agreements on its/their own account.

On 2.4.2014, the Government introduced the Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking Scheme (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Potential Providers should make themselves aware of the

changes as it may impact on this Requirement. The link below to the <http://gov.uk> website provides information on the new GSC: <https://www.gov.uk/government/publications/government-security-classifications>  
Please refer to the CCS website: <https://www.gov.uk/government/organisations/crown-commercial-service>  
Complaints during the procurement process are conducted under the Official Journal for the European Union (OJEU) in-line with the Public Contracts Regulations (2015). Our processes are conducted in a fair, open and transparent manner. We are committed to developing constructive relationships with suppliers and are keen to generate maximum competition in all of our procurements to deliver best value and sustainable cost savings for the taxpayer. The outcome of the evaluation process is totally dependent on the competitive strength of the individual Tender submissions, regardless of the Potential Providers's size or place on existing/previous arrangements. We are committed to treating all suppliers fairly and all feedback and complaints are given full and fair consideration. If at any stage we believe that a mistake has been made by us, please be assured that we will rectify it to the extent that we can legally do so. In order to complain you must 1<sup>st</sup> be registered on the eSourcing tool for the relevant procurement event. All complaints must be raised via the eSourcing tool messaging facility. If you are still unsatisfied at the outcome of a procurement competition and wish to challenge it, then you should issue legal proceedings under Part 3 Chapter 6 (Applications to the Court) of the Public Contracts Regulations 2015 and serve them on the Government Legal Department in accordance with the Civil Procedure Rules Part 66 (Crown Proceedings) and its associated Practice Direction. Please note that service by email is subject to prior agreement with the Head of Litigation at the Government Legal Department Solicitor's Department and is not routinely given.

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

Prior information notice. Notice number in the OJEU: [2015/S 022-035990](#) of 18.8.2015.

VI.4) **Procedures for appeal**

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

4.1.2016