

REPORT TO: EDUCATION COMMITTEE - 22 AUGUST 2005

REPORT ON: SUPPLY OF OFFICE SUPPLIES

REPORT BY: DIRECTOR OF EDUCATION

REPORT NO: 515-2005

1.0 PURPOSE OF REPORT

1.1 To seek approval to accept a tender for the supply of office supplies to schools and other sites in Dundee City Council and Perth & Kinross Council.

2.0 RECOMMENDATIONS

It is recommended that the Education Committee:-

2.1 award the contract for the supply of office supplies for the period 1 October 2005 to 30 September 2007 to:

Corrie Service Ltd, Unit 1, Keiller Buildings, Mains Loan, Dundee DD4 7BT

2.2 Note that - Dundee City Council has joined the *abc* Purchasing Consortia and catalogues including a number of services will be provided at a later date and may be used in conjunction with the office supplies contract schedule and that further information will be made available to Head Teachers in due course.

2.3 Note that - In line with suggested good practice following the ECJ "Alcatel" judgement, and in anticipation of the expected change in the law resulting from this case, no binding contract shall follow hereon until 15 calendar days has elapsed following the despatch of the notification of the award decision on this contract and the Council has received no notification of challenge to the award during this period.

3.0 FINANCIAL IMPLICATIONS

3.1 The estimated overall value of the contract is £500,000.00 depending on uptake and the Directors of Education for Dundee City Council and Perth and Kinross Council have confirmed that expenditure will be met from within the respective Education revenue budgets for supplies and services.

4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 The supplier is conscious of environmental issues and where practical materials supplied conform to Local Agenda 21 and meet all UK/European Environmental and Health and Safety Standards.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 None

6.0 BACKGROUND

6.1 Tenders were invited by means of insertion in the Official Journal of the European Community for the supply of office supplies to schools and other sites in Dundee City Council, Angus Council and Perth & Kinross Council during the period 1 October 2005 to 30 September 2007.

6.2 Tenders were received from the following firms:

Corrie Service Ltd, Unit 1, Keiller Buildings, Mains Loan, Dundee DD4 7BT
Langstane Press Ltd, Faraday Street, Dryburgh Industrial Estate, Dundee DD2 3QQ
Astute (Scotland) Ltd, Office Star, 44/46 Brechin Road, Forfar DD8 3JX
Office Depot UK Ltd, Greenwich Way, Andover, Hampshire SP10 4JZ
Banner Business Supplies Ltd, Unit 1, Kingsthorpe Park, Nettlehill Road, Houston
Industrial Estate, Livingstone EH54 5DB
Corporate Express Ltd, Tameside Drive, Holford, Birmingham B6 7AY

- 6.3** The following criteria were applied in preparing the recommendation for the Education Committee's consideration:
- Price
 - Quality
 - Ability to deliver all items as outlined in the contract schedule
- 6.4** The prices quoted by most potential suppliers were found to be competitive and represent best value for money. It was however, considered that the contract should be awarded to a supplier who best matched the criteria set out in 6.3 above. A breakdown of the schedule may be viewed at Dryburgh Education Centre, Napier Drive, Dundee.
- 6.5** Subsequent to the above Angus Council formally notified Dundee City Council of its withdrawal from this contract in favour of the *abc* Purchasing Consortia.
- 6.6** Dundee City Council has joined the *abc* Purchasing Consortia and catalogues including a number of services will be provided at a later date and may be used in conjunction with the office supplies contract schedule and that further information will be made available to Head Teachers in due course.
- 7.0** **CONSULTATION**
- 7.1** This report has been subject to consultation with the Chief Executive, Depute Chief Executive (Finance) and the Depute Chief Executive (Support Services).
- 8.0** **BACKGROUND PAPERS**
- 8.1** None.

ANNE WILSON
Director of Education

10 August 2005

AHW/BR/CP