

REPORT TO: EDUCATION COMMITTEE - MONDAY 19 JANUARY 2004

REPORT ON: SUPPLY OF JOTTERS, PADS, SPECIALIST BOARDS AND PAPER

REPORT BY: DIRECTOR OF EDUCATION

REPORT NO: 68-2004

1.0 PURPOSE OF REPORT

1.1 To seek approval to accept tenders for the supply of jotters, pads, specialist boards and paper for schools in Dundee City Council, Angus Council and Perth & Kinross Council.

2.0 RECOMMENDATION

2.1 It is recommended that the Education Committee award the contract for the supply of jotters, pads specialist boards and paper for the period 1 February 2004 - 31 January 2006 to the following firms:

Specialist Boards and Paper : **Transfile Ltd trading as Pisces (Scotland)**
28 Watt Road
Hillington Industrial Estate
Glasgow G52 4RY

Jotters and Pads: **Findel Education Ltd**
NES Arnold
Findel House
Excelsior Road
Ashby de la Zouch
Leicestershire LE65 1NG

3.0 FINANCIAL IMPLICATIONS

3.1 The estimated overall value of the contract is £104,000 and the Directors of Education for Angus Council, 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 suppliers are conscious of environmental issues and where practical materials supplied conform with Local Agenda 21 and meet all EU/UK Health and Safety Standards. Both suppliers are able to provide a good range of re-cycled and environmentally friendly goods. Various papers being used are manufactured from straw/grass residues to BS Standard 4448. Where these suppliers cannot conform with Local Agenda 21 but alternative suppliers can conform and deliver at the same price then the alternative suppliers will be used.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 Nil

6.0 BACKGROUND

6.1 Tenders were invited from six organisations for the supply of jotters, pads, specialist boards and paper to schools in Dundee City Council, Angus Council and Perth & Kinross Council during the period 1 February 2004 - 31 January 2006.

6.2 Tenders were received from the following firms:

Transfile Ltd trading as Pisces (Scotland), 28 Watt Road, Hillington Industrial Estate, Glasgow G52 4RY.
Findel Education Ltd, NES Arnold, Findel House, Excelsior Road, Ashby de la Zouch, Leicestershire LE65 1NG.
Corrie Service Ltd, Unit 1, Keiller Building, Mains Loan, Dundee DD4 7BT

A breakdown of the schedule may be viewed at the Dryburgh Education Resource Centre, Napier Drive, Dundee DD2 2TF.

7.0 CRITERIA

7.1 The following criteria were applied in preparing the recommendation for the Education Committee's consideration:

Price
Quality
Ability to provide all items on the schedule

8.0 CONCLUSION

8.1 The prices quoted by the suppliers represent best value.

9.0 CONSULTATION

9.1 This report has been subject to consultation with the Chief Executive, Depute Chief Executive (Finance) and the Depute Chief Executive (Support Services).

10.0 BACKGROUND PAPERS

10.1 No background papers, as defined by Section 50 D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.

ANNE WILSON
Director of Education

29th December 2003