

**REPORT TO: DUNDEE CITY COUNCIL EDUCATION COMMITTEE -
17 DECEMBER 2001**

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

REPORT BY: DIRECTOR OF EDUCATION

REPORT NO: 815-2001

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 and other sites in the former Tayside Region.

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 2002 - 31 January 2004 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: NES Arnold Ltd
Novara House
Excelsior Road
Ashby de la Zouch
Leicestershire LE65 1NG

2.2 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.

3.0 FINANCIAL IMPLICATIONS

3.1 The estimated overall value of the contract is £140,000 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. 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 by means of national press advertisement for the supply of jotters, pads, specialist boards and paper to schools in Dundee and other sites in the former Tayside Region during the period 1 February 2002 - 31 January 2004.

6.2 Tenders were received from the following firms:

Transfile Ltd trading as Pisces (Scotland), 28 Watt Road, Hillington Industrial Estate, Glasgow G52 4RY.
NES Arnold, Novara House, Excelsior Road, Ashby de la Zouch, Leicestershire LE65 1NG.

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 both suppliers represent best value.

9.0 CONSULTATION

9.1 This report has been subject to consultation with the Director of Finance and the Director of 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.

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Director of Education

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Date

