

**REPORT TO: DUNDEE CITY COUNCIL EDUCATION COMMITTEE -  
MONDAY 20 AUGUST 2001**

**REPORT ON: SUPPLY OF OFFICE SUPPLIES**

**REPORT BY: DIRECTOR OF EDUCATION**

**REPORT NO: 530-2001**

**1.0 PURPOSE OF REPORT**

**1.1** To seek approval to accept tenders for the supply of office supplies to 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 office supplies for the period 1 October 2001 to 30 September 2003 to:

- 1 Banner Business Supplies Ltd, South Gyle Crescent, Edinburgh EH12 9EB
- 2 Corrie Service Ltd, Unit 1, Keiller Buildings, Mains Loan, Dundee DD4 7BT
- 3 Langstane Press Ltd, Unit 1, Angus Works, Tannadice Street, Dundee DD3 7PT

**3.0 FINANCIAL IMPLICATIONS**

**3.1** The estimated overall value of the contract is £700,000.00 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 UK Health and Safety Standards.

**5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

**5.1** None

## **6.0 BACKGROUND**

**6.1** Tenders were invited by means of national press advertisement and insertion in the Official Journal of the European Community for the supply of office supplies to schools in Dundee and other sites in the former Tayside Region during the period 1 October 2001 to 30 September 2003.

**6.2** Tenders were received from the following firms:

Banner Business Supplies Ltd, South Gyle Crescent, Edinburgh EH12 9EB

Lyreco UK Ltd, Stafford Park 11, Telford, Shropshire TF3 3BX

Langstane Press Ltd, Unit 1, Angus Works, Tannadice Street, Dundee DD3 7PT

Westport Business Supplies, 61 Scott Street, Dundee DD2 2BA

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

Paul Matthew Print & Design Ltd, 2 Coldside Road, Dundee DD3 8DF

Proton Supplies, The Old Cinema, 18 Woodhouse Lane, Kelvedon, Essex C05 9DF

Pearl Stationers, Durham House, Dick Street, Monifieth DD5 4EF

Guilbert UK, Forrestgate, Tannochside, Uddingston G71 5PG

## **7.0 CRITERIA**

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

Price

Quality

Ability to deliver all items outlined in the contract schedule

## **8.0 CONCLUSION**

**8.1** 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 suppliers who best matched all criteria set out in 7.1 above. A breakdown of the schedule may be viewed at Dryburgh Education Resource Centre, Napier Drive, Dundee.

**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

AHW/DD  
July 2001