

**REPORT TO: EDUCATION COMMITTEE - 15 SEPTEMBER 2003**

**REPORT ON: SUPPLY OF OFFICE SUPPLIES**

**REPORT BY: DIRECTOR OF EDUCATION**

**REPORT NO: 623-2003**

**1.0 PURPOSE OF REPORT**

**1.1** To seek approval to accept tenders for the supply of office supplies to schools and other sites 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 office supplies for the period 1 October 2003 to 30 September 2005 to:

Langstane Press Ltd, Unit 1, Angus Works, Tannadice Street, Dundee  
DD3 7PT  
Corrie Service Ltd, Unit 1, Keiller Buildings, Mains Loan, Dundee DD4  
7BT

**3.0 FINANCIAL IMPLICATIONS**

**3.1** The estimated overall value of the contract is £700,000.00 and the Directors of Education for Dundee City Council, Angus 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 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 national press advertisement and 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 2003 to 30 September 2005.

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

Banner Business Supplies Ltd, Unit 2, Kingsthorpe Park, Nettlehill Road,  
Houston Ind Estate, Livingston EH54 5DB

Lyreco UK Ltd, Motherwell Street, Airdrie ML6 7HU

Langstane Press Ltd, Unit 1, Angus Works, Tannadice Street, Dundee DD3 7PT  
Corrie Service Ltd, Unit 1, Keiller Buildings, Mains Loan, Dundee DD4 7BT  
Paul Matthew Print & Design Ltd, 2 Coldside Road, Dundee DD3 8DF  
Supplies Team Scotland, Unit 2b Gateway Business Park, Beancross Road, Grangemouth FK3 8WX  
Paper Clip (East Anglia) Ltd, Marine Park, Gapton Hall Ind Estate, Great Yarmouth, Norfolk NR31 0NL  
Pearl Stationers, Durham House, Dick Street, Monifieth DD5 4EF  
Guilbert UK Ltd, Guilbert House, Greenwich Way, Andover, Hampshire SP10 4JZ  
Chapman Envelopes Ltd, Grimshaw Bridge, Eccleshill, Darwen BB3 3PF  
Eagle Envelopes Ltd, Whiteside Ind Estate, Bathgate, West Lothian EH48 2RX

## **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 as 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 the criteria set out in 7.1 above. A breakdown of the schedule may be viewed at Dryburgh Education Centre, Napier Drive, Dundee.

## **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  
26 August 2003

AHW/DD