Procurement & Commercial

Procurement Document

RFP - FW - SSE/SGN - Office Supplies - 0324

|  |
| --- |
| **Procurement Overview** |
| **RFI or OJEU Reference** |
| **RFP - FW - SSE/SGN - Office Supplies - 0324** |
| **Scope of Work** |
| SSE Services is proposing to place a contract for the Supply & Delivery of Office Supplies including Paper Products & Print Consumables across the SSE & SGN estate. The proposed form of contract will be SSE’s PD4 goods agreement and will include SSE required regulatory & SSE compliance clauses in line with SSE’s core values. This requirement will be tendered as one event with two separate lots: 1 for the UK and 1 for Ireland.  The Scope for this tender will include the Supply and delivery of Office supplies & services that include but are not limited to:   * Management information & reports on usage, spend, etc * Support for purchase cards * Provision & delivery of goods to various locations across UK & Ireland * Itemised billing * Potentially, support of a managed print service * Dedicated account management service   This particular area of service is to be managed by the chosen supplier(s) for all SSE and SGN sites with Office Supplies requirements in UK & Ireland.  Although this is tendered in two separate lots, SSE reserves the right to award a single contract to a supplier to manage this service across both Ireland and the UK. |
| **Size / Volume / Length of Project:** |
| The requirement is for Framework Agreement(s) with no guarantee of business. SSE will be the main contracting party however any SSE or SGN legal entities wishing to use this service will be able to do so as listed entities that are also party to the contract. It is anticipated that although there may be more than one Framework provider, SSE reserves the right to appoint 1 supplier party, should this be deemed appropriate, to manage services across the UK & Ireland. |
| **Anticipated Project / Contract Duration:** |
| Contract duration will be 3 years with the option to extend for a further 1 year periods up to an additional 2 years. |
| **Proposed Strategy:** |
| The purpose of this Notice is to permit suitably qualified and experienced Office supplies suppliers to register their interest in being considered and given an opportunity to tender for the supply & delivery of Office supplies requirements of the business areas identified in the Scope of Work section. Suppliers registering an interest, once they followed the below guidelines, will then be issued with an invitation to tender (RFP) via the online e-sourcing system Emptoris. Only suppliers having followed the below instructions and having notified us of their interest will be eligible to be invited to tender. In the event there are more than 10 interest parties invited to tender, then only the top 10 scoring suppliers (from the quality element-questions within the RFP, and not the pricing element) will be taken forward for further evaluation.  In order to participate in the ITT (RFP), Suppliers must:   1. Register on SSE’s Supplier Registration System (SRS) if not already done so   (<https://one.achilles.com/Registration/Index?CID=ta425IgngsYhAN29SYLB4w%3d%3d>)   1. If interested in working on projects based in the Republic of Ireland, register on Achilles Supplyline   (<https://www.achilles.com/community/supply-line/>)   1. Send an expression of interest email by 14th December 2020 which should be titled:   **RFP - FW - SSE/SGN - Office Supplies – 0324** and be sent to **León Gómez at** [leon.gomez@sse.com](mailto:leon.gomez@sse.com)**.** All participants should also provide details of the principal contact for the submission of the ITT and relevant email address to be added to our Emptoris tendering system and confirm their Supplier number on SSE’s Supplier Registration System and if applicable Achilles Supplyline in your email.   1. All suppliers registering an interest will be required to be on our procurement system Emptoris. Please complete the attached form and submit with your note of interest. |
| **Proposed Form of Contract** |
| PD4 goods Contract with amendments as tracked changes.  Any resultant Agreement entered into shall be governed under English law. |
| **Contract / Framework Agreement** |
| The intention of the Authority is to make an Agreement between the Authority and the successful Supplier(s). The following are Parties to the Agreement: such as but not limited to SSE Services limited and Scotia Gas Networks Limited, as well as any contracting entities aligned to either of these entities. |
| **Supplementary Information** |
| This opportunity is advertised on the OJEU under Notice number 2020/S 233-576645 with procurement documentation on <http://sse.com/potential-suppliers/> |