Regional Procurement

SPECIFICATION

For

Tender – T102021HUN

Supply and Delivery

of

Stationery & Ancillary Items

(including photocopy paper, printer and kitchen consumables)

Certified System

ISO 9001:2008
Lic: QEC27783

SPECIFICATION

PANEL SOURCE PER COUNCIL
TENDER: SUPPLY AND DELIVERY OF STATIONERY & ANCILLARY ITEMS

TENDER NUMBER: T102021HUN

"The statement of purposes set out in this specification is not intended to be an exhaustive list of the purposes required by this agreement".

1. SCOPE

For the supply and delivery of stationery & ancillary items to nominated client Councils.

- A sample range of products are listed in the Tender Price Schedules.
- Nominated % Discount for the full catalogues categories.

This tender will be of Limited Panel Source Contract format per council for the period stated at Clause 2.3 in the Deed of Agreement.

Tenderers are to submit their product catalogue/s in CD/ USB format or have them accessible via the internet. Do not submit a hard copy of your catalogue. All products purchased from a tenderer shall be included in the Agreement.

The participating Councils are:

Hunter Client Councils (HUN) $1,100,000 (contract term)

Dungog Shire Council	Maitland City Council
Mid-Western Regional Council	Singleton Council
Upper Hunter Shire Council	

*Regional Procurement gives no guarantees or assurances that the above figure will be achieved or exceeded during the Term of this Contract.

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2. UNIT PRICES

Tenderers must complete the Tender Price Schedules in the Excel Spreadsheet provided and submit this information on disk or CD to submit a conforming tender.
A hard copy is to be printed and submitted with the tender documents.

IMPORTANT NOTE: - The Tender Price Schedule is NOT TO BE AMENDED and MUST BE SUBMITTED IN THE SAME FORMAT AS IT WAS DISTRIBUTED.

2.1 The Contract Unit Prices are exclusive of the Service Providers' costs and expenses of supplying the Goods. The Service Provider shall only be entitled to levy additional fees or charges for supplying Goods to Member Councils as indicated in the Tender Schedule – Guaranteed Delivery Time / Minimum Order Quantity.

2.2 All prices are to be shown as GST exclusive in the columns provided.

2.3 The Tendered Unit Prices shall apply equally to each purchase order issued by a Client Council.

2.4 The nominated % discount for products Category offered by the Service Provider in the Tender Price Schedule shall be fixed for the Term of the Contract.

Ink and Toner	**Beverages & Hampers**	**Catalogues & Marketing**	**Coffee & Catering Supplies**
Computer Consumables	**Computer Hardware**	**Computer Systems Media**	**Copier Services**
Educational Supplies	**General Office Products**	**IT Enterprise Solutions Group**	**Janitorial Products**
Office Filing & Storage	**Office Furniture**	**Office Machines & Electronics**	**Office Paper Products**
Office Technology Products	**Packaging**		

The councils may request to see the price applied (evidence) to confirm that the correct percentage has been applied.

2.5 The Price Schedules for the top items shall all ready include the % discount.

2.6 Price variations as per the deed of agreement clause 3.4

2.7 Price Variation **(Listed items)**

2.7.1 The Service Provider shall not vary the Price of a Good except in accordance with this clause 3.4 of the deed of agreement.

2.7.2 Regional Procurement will apply price variations in accordance with this Clause 3.4.3. The **prices shall be fixed for the first three (3) months** of the Agreement. Price variations thereafter will require the Service Provider to notify Regional Procurement in writing not less than 21 days prior to any price variation taking effect.

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2.7.3 Price variations approved by Regional Procurement in accordance to Clause 3.4.4 of the deed of agreement shall apply to all Purchase Order Contracts made after the approved date. No Price variations shall be applied retrospectively.

2.8 The price schedules listed will be used for evaluation purposes for each Council.

3. PRODUCT DESCRIPTION/ EQUIVALENT.

The tender pricing schedule lists a description and part number for each item requested by the participating Councils. This information is supplied so that the tenderer can supply the same original item as listed. Where a generic item is listed tenderers may provide their own equivalent item.

All submissions must have product codes supplied.

This product list may be added too during the contract to which the supplier will offer the product as a contracted item with the discount rate applied under the terms of this contract.

4. PRODUCT PERFORMANCE

4.1 All products supplied against the tender schedules shall be fit for the purpose intended.

The supplier shall have in place a current Product Liability Insurance policy to protect councils against claims that may arise from defective products.

5. AUSTRALIAN STANDARDS

5.1 Where applicable the supplier shall warrant the products supplied under this tender will comply with the appropriate Australian Standards for those products.

6. DELIVERY

6.1 All goods supplied under this tender shall be delivered either:

6.2 Free into Store (F.I.S) where applicable to the nominated site as per the purchase order, or

6.3 Free onto Desktop (where applicable) if required by the member council.

6.4 Where a member council specifies 24-hour delivery of goods the Service Provider shall meet that requirement wherever possible.

6.5 Where a member council does not specify 24-hour delivery of goods the delivery period shall be as defined in the Guaranteed Delivery Time Schedule.

7.0 ORDERING

Councils will give preference to tenderers with electronic order placement via internet based systems with multiple user's interface.

8.0 Green/ Environment Friendly/ ECO Products.

Councils may wish for alternative products that have a environment friendly manufacture or disposal component as part of there feature. These may be added by request to the contract list once identified.

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