



SPECIFICATION

For

Tender – REGPRO062021

Supply and Delivery

of

Stationery & Ancillary Items

(including photocopy paper, printer and kitchen consumables)



ISO 9001:2015
Lic: QEC27783

SPECIFICATION

PANEL SOURCE PER COUNCIL

TENDER: SUPPLY AND DELIVERY OF STATIONERY & ANCILLARY ITEMS

TENDER NUMBER: REGPRO062021

“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 a 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 **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.

Combined spend of the participating client councils is approximately \$500,000+ over the term of contract.

Regional Procurement gives no guarantees or assurances that this figure will be met or exceeded during the contract term.

The participating Councils are:

Armidale Regional	Nambucca Valley	Tamworth Regional
Walcha		

2. UNIT PRICES

Tenderers **must** complete the Tender Price Schedules in the Excel Spreadsheet provided and submit this information.

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 participating 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 and every purchase order issued by a Client Council.
- 2.4 The nominated % discount for Category products offered by the Service Provider in the Tender Price Schedule shall be fixed for the Term of the Contract.

Note: Client councils may request to see the price applied (evidence) so as to confirm that the correct percentage has been applied.

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	

2.5 The Price Schedules for the top 50 items shall already include the % discount.

2.6 Price variations as per the Deed of Agreement clause 3.4

3. PRODUCT DESCRIPTION/ EQUIVALENT.

The tender schedule nominates a description and part number this information is supplied so that the tenderer is able to 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 to during the course of 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 at all times a current Product Liability Insurance policy to protect client 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 client council.

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

6.5 Where a client 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

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

8.0 GREEN/ ENVIRONMENTALLY FRIENDLY/ ECO PRODUCTS.

Client councils may wish to procure alternative products that have an environment friendly manufacture or disposal component as a feature. These may be added by request to the contract list once identified.