

**ITEM 9. TENDER - SUPPLY AND DELIVERY OF STATIONERY AND ASSOCIATED PRODUCTS**

**FILE NO: S125426**

**TENDER NO: 5/2015 SSROC**

**SUMMARY**

This report provides details of the tenders received for the supply and delivery of stationery and associated products.

The Southern Sydney Regional Organisation of Councils (SSROC) is an association of 16 municipal and City Councils in the southern area of Sydney. SSROC provides a forum for the councils to deal with common issues, particularly those that cross boundaries and achieve economies of scale. Key issues include procurement, planning, environment, transport, sustainability and waste management.

As part of SSROC's Supply Management Group's work plan for 2014/15, it identified that a continuing agreement for the supply of stationery, and associated products, would be beneficial to all member councils in terms of cost savings, ease of supply and environmental initiatives of the member Councils.

**RECOMMENDATION**

It is resolved that:

- (A) Council accept the tender offer of Tenderer 'A' for the supply and delivery of stationery and associated products for a period of three years, with two 12 month options to extend, if appropriate.
- (B) authority be delegated to the Chief Executive Officer to negotiate, execute and administer the contract relating to the tender; and
- (C) authority be delegated to the Chief Executive Officer to exercise the option referred to in clause (A), if appropriate, and negotiate the price to extend the contract accordingly.

**ATTACHMENTS**

**Attachment A:** Tender Evaluation Summary (Confidential)

**Attachment B:** Schedule of Rates (Confidential)

**(As Attachments A and B are confidential, they will be circulated separately from the agenda paper and to Councillors and relevant senior staff only.)**

**BACKGROUND**

1. The City of Sydney is a member of the Southern Sydney Regional Organisation of Councils (SSROC), an association of 16 local councils established in 1986.
2. One of SSROC's roles is to act as a facilitator of joint venture procurement activities to enable individual councils to benefit from the available economies of scale.
3. The tender covers a representation of the categories and types of stationery items used during the preceding agreement period by the City. These items were divided into four categories and comprised approximately 1,500 items:
  - (a) Stationery Products Approximately 900 items
  - (b) Toners (Consumables etc.) Approximately 250 Items
  - (c) Canteen Products Approximately 250 items
  - (d) Educational Products Approximately 100 items
4. The tender basket of goods represents approximately 80% of the stationery items purchased across the SSROC region.
5. The tender is for a three year period with two 12 month extensions, at the discretion of Council.
6. The tender was evaluated by members of City of Sydney Council, Kogarah City Council, Randwick Council and SSROC.
7. Following the tender evaluation, it is recommended that Council accept one company for the supply and delivery of stationery and associated products.

**INVITATION TO TENDER**

8. The Tender was advertised in The Sydney Morning Herald, The Daily Telegraph, and the Tenderlink website on 2 June 2015 and closed on 30 June 2015. The tender period was extended by one week, following a request to the tender forum, in order to facilitate the Queen's birthday long week-end.

**TENDER SUBMISSIONS**

9. In total, four submissions were received from the following organisations:
  - Complete Office Supplies Pty. Ltd.
  - HEQS Furniture Pty Ltd
  - Lyreco Pty. Ltd.
  - Staples Australia Pty Limited
10. No late submissions were received.

**TENDER EVALUATION**

11. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
12. The relative ranking of tenders as determined from the total weighted score is provided in the confidential Tender Evaluation Summary – Attachment A.
13. All submissions were assessed in accordance with the approved evaluation criteria being:
  - (a) schedule of prices and discounts;
  - (b) service standards, methodology and implementation plan;
  - (c) proven capacity to meet contract based on past performance, including capacity to meet current service commitments;
  - (d) adherence to environmental management, sustainability and procurement guidelines;
  - (e) quality assurance systems;
  - (f) financial and commercial trading integrity / insurances; and
  - (g) demonstrated capacity to fulfil the Work Health & Safety requirements.

**FINANCIAL IMPLICATIONS**

14. There are sufficient funds allocated for anticipated stationery purchases, within the current year's operating budget and future years' forward estimates.

**RELEVANT LEGISLATION**

15. The tender has been conducted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2005 and the City's Contracts Policy.
16. Attachments A and B contain confidential commercial information of the tenderers and details of Council's tender evaluation and contingencies which, if disclosed, would:
  - (a) confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business; and
  - (b) prejudice the commercial position of the person who supplied it.
17. Discussion of the matter in an open meeting would, on balance, be contrary to the public interest because it would compromise Council's ability to negotiate fairly and commercially to achieve the best outcome for its ratepayers.

**ENVIRONMENTAL / SOCIAL**

18. Tenderers were required to address environmental considerations in their submissions. Organisations were required to demonstrate that they have an environmental policy, management plan and an approved quality system. They were also asked whether they systematically carried out internal or third party waste and/or environmental audits. Tenderers were asked to give examples of other environmental initiatives undertaken as part of their submissions.
19. Each category's returnable schedule within the tender provided the opportunity for the tenderer to provide details of an environmentally friendly, or sustainable alternative, to the listed item. These alternatives will be considered for the City of Sydney sustainable catalogue system post award of contract

**BILL CARTER**

Chief Financial Officer

Ian Rudgley, Procurement Manager