



Annex A

Subject: The Supply of Office Books & Pads: Award of Contract	
Staff Contact: Glenn Facey	Executive Member: David Williams
Tel: 01707 292364	Portfolio: Resources, Property & The Economy

That the Product Buyer:

1. Has determined that Annex A of the Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A the public interest in maintaining the exemption outweighing the public interest in disclosing that information

2. Awards the Contract for: The Supply of Office Books & Pads to the following suppliers:

Acco UK – Lots 2,5
Banner Group – Lots 1,2,3,4,5
Bi-Silque – Lot 6
Exaclair – Lots 2,4
Grosvenor House Paper – Lots 1,2,3,4,5,7
Hamlin Brands -Lots 2,4,5
Notes a.s – Lots 1,2
Pukka Pads- Lots 1,2,3,4,5
Snopake – Lot 2
W M Sinclair & Sons – Lots 1,2,3,4,5

With a potential total Contract value up to £779,600 across a 4-year period

3. Approves the award and signing of the contract
4. Notes that the unsuccessful bidders were:

Banner Group – Lot 6
Exaclair – Lot 5
Grosvenor House Paper – Lot 6
HIRA – Lots 1,5
Notes a.s – Lot 5

The Framework Contract was awarded on a single supplier per Lot basis; the evaluation was based on award criteria of 80% Price and 20% Quality.

The 10 suppliers awarded a place on the Framework scored the highest across the aforementioned price/quality criteria for the Lots they were awarded.