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CONFIDENTIAL
BUYING GUIDE

CONTRACT FOR THE PROVISION OF: Paper - Print and Specialist

PERIOD					
FROM:	1st Jan 2018			TO:	31st Dec 2019/21
CONTRACT REF:	OFF3117/NW	ISSUE No:	2018 (1)	DATE OF ISSUE:	14 June 2018
CONTRACT OFFICER:	Mark Roust	TEL No:	020 8331 8697	EMAIL:	contracts@gre.ac.uk
AGREEMENT TYPE: NWUPC					

PURPOSE OF BUYER'S GUIDE: Contract Details and Product/Prices Information
TARGET: Authorised Officers for the Purchase of Paper

1.0	SPECIAL ORDERING INSTRUCTIONS	
1.1	ORDERING PROCEDURES	
1.1.1	Please use the suppliers in the order in which they appear below for example if Springfield (as principal supplier) cannot fulfil your requirement please use the second placed supplier Premier and so-on.	
1.1.2	Current Contract Price Lists and Discounts can be found under this Contract Information Buying Guide or the Approved Contract Supplier(s)' web pages	
1.1.3	Should assistance be required in identifying a particular item that is not on the Core Lists please contact Procurement & Business Services on ext. 8697	
2.0	APPROVED CONTRACT SUPPLIER DETAILS	
2.1	Springfield Business Papers (principal) Spectrum House St Ivel Way Warmley Bristol BS30 8TY Price List: Springfield Prices URL	Acc. Manager: Roland Coldrick Tel : 0117 961 9049 Email: roland@springfieldbusinesspapers.com Sales Tel: 0117 961 9049 Website: https://www.springfieldpapers.com/
2.2	Premier Paper Group (secondary) Unit 1 Wilks Avenue Questor DartfordKent DA1 1JS Price List: Premier Prices URL	Acc. Manager: Andrew Farran Tel: 01322 421940 Email: saleskent@paper.co.uk Sales Tel: 01322 421940 Website: http://www.paper.co.uk/
2.3	Antalis Ltd (tertiary) 100 New Bridge Street London EC4V 6JA Price List: Antalis Prices URL	Acc. Manager: Les Jones Mob : 07968 831828 Email: les.jones@antalis.co.uk Sales Tel: 08006891011 Website: http://www.antalis.co.uk
2.4	Elliott Baxter and Co Ltd (quaternary) College Business Park Kearsley Road Ripon North Yorkshire HG4 2RN Price List: Elliot Baxter Prices URL	Acc. Manager: Paul Monk Tel: 01923 859944 Email: p.monk@ebbpaper.co.uk Sales Tel: 01923 859944 Website: https://www.ebbpaper.co.uk/

3.0	STANDARD INSTRUCTIONS
3.1	CONTRACT AWARD
3.1.1	In compliance with the University's Procurement Policy & Standard Procedures and good procurement practice to achieve value for money, competitive tenders have been obtained for the above contract. After comparative analysis and evaluation, the contract was awarded to the Supplier(s)/Service Provider(s) offering the best Value for Money in terms of the most economically advantageous and favourable service level overall.
3.2	SCOPE AND STATUS OF THE CONTRACT
3.2.1	Please refer to the Contract Schedules for the particular Supplies or Services to ascertain the full scope of the arrangements.
3.2.2	This Contract is an agreement between the University of Greenwich and the Contract Supplier or an approved source under a Consortia or National arrangement. No other supplier may be used to provide the goods and/or services covered by the contract without prior consultation with and approval of Procurement & Business Services .
3.3	CONTRACT REFERENCE
3.3.1	When placing Purchase Orders the Contract Reference provided in this Contract Information Bulletin and Schedules must be quoted to ensure that preferential prices and delivery terms are secured.
3.4	PURCHASE ORDERS AND AUTHORISED EXPENDITURE
3.4.1	Before placing a Purchase Order ensure that you have adequate approved budgetary provision and where necessary make suitable arrangements to cover the total whole life cost. Your Purchase Order via the Parabilis e-Procurement system must be properly coded with Organisation and Account Codes .
3.5	PURCHASE AND Parabilis e-PROCUREMENT SYSTEM
3.5.1	Ordering is now streamlined and efficiency achieved by the roll-out and use of the Parabilis e-Procurement system. The use of "Call-Off" Purchase Orders is currently restricted to Services Contracts for a realistic or nominal value followed by a Purchase Order Variation for each subsequent purchase via the original "Call-Off" Purchase Order.
3.5.2	The correct and specific product or commodity code must be used for ordering Supplies via the Parabilis e-Procurement system as and when required. The availability of Catalogues and Punch-out facilities on Parabilis will be gradually introduced and notice given in future Contract Information Bulletins and Newsfeeds . The "Free Text" facility should not generally be used for ordering Supplies.
3.5.3	Please ensure that any genuinely urgent Purchase Order placed by telephone is immediately confirmed by issue of an individual Purchase Order, otherwise payment of the supplier's invoice will be delayed and the supplier will be reluctant to supply items on that basis in the future.
3.6	SPECIFICATIONS, SUSTAINABILITY AND PRICING
3.6.1	Please refer to the Specifications and Pricing Schedule to ensure that you are ordering the right items utilising any discounts and paying the right price. Where possible a special Sustainable Products Price List will be compiled and included in the Contract Information Bulletin site for use.
3.7	"BEST FIT" REPLACEMENTS
3.7.1	Where an intended purchase is to replace an existing suite or range of items within an Office, School, Department or Institute, similar compatible products should be ordered to ensure proper co-ordination and maintenance of the approved style. The availability of "green" or Sustainable alternatives from the approved Contract Supplier should be considered in deciding on "best fit" or compatible replacements.
3.8	LARGE PURCHASES AND ADDITIONAL SUPPORT
3.8.1	When large or high value purchases are being considered, client representatives are advised to contact Procurement & Business Services via Contracts@gre.ac.uk for assistance and advice, so that additional discounts and other advantageous terms can be negotiated.
3.9	DELIVERIES
3.9.1	Delivery times where quoted in the schedules are realistic estimates and are subject to fluctuation particularly during peak demand, immediate pre- and post public holiday and manufacturers' factory closure periods (usually during July and August). Clients and customers are advised to check delivery dates with the Contract Supplier before placing a Purchase Order.
3.9.2	If access to the intended delivery point is restricted, please specify this on the Purchase Order and state any special arrangements, convenient delivery times and provide adequate contact details of the nominated person who will receive the delivery.
3.10	COMPLAINTS (e.g. QUALITY, DELIVERY, PERFORMANCE)

3.10.1	Where supplies delivered or services provided are found to be defective , damaged, or of unsatisfactory or inferior quality or accompanied by incorrect documentation, please inform the supplier or service provider immediately so as to register the problem and instigate corrective action.
3.10.2	If the supplier or service provider fails to resolve the defect satisfactorily or the problem becomes repetitive, please contact Procurement & Business Services for assistance or provide feedback by completing the Client/Customer Opinion Survey form at: http://www.gre.ac.uk/offices/procurement/where-to-buy-from/feedback .
3.11	HEALTH & SAFETY, COSHH REGULATIONS
3.11.1	Where the purchase of hazardous supplies is possibly subject to the COSHH (Control of Substances Hazardous to Health) Regulations, any such product must not be used in the University until operatives are familiar with information contained in the appropriate Health & Safety Data Sheet, a COSHH assessment has been made and the University's Health & Safety Advisor has considered the use of the product acceptable under specified conditions.
3.11.2	All Service Providers and Contractors are required to submit Method Statements prior to commencing service delivery, maintenance, installation or construction work and agree to comply with the Code of Practice for Contractors working on University premises. Clients are advised to monitor the methods used and inform the Health & Safety Unit, ext 9001 of potential contraventions.
3.12	INVOICE PROCESSING AND PAYMENT
2.12.1	Supplier and contractors will submit invoices for supplies or services delivered and should contain the relevant Account Reference, Order Number, Delivery Note Number(s) and Requisition Order Number where appropriate.
3.12.2	Clients are responsible for checking invoices against the appropriate Delivery/Packing Notes and any Collection Notes and details contained in the Contract Bulletins to confirm that the correct charged only for supplies and services delivered. Any detected anomalies in invoices received must be reported to the supplier so that immediate and corrective action can be taken.
3.12.3	Please note that failure of the University to make payment for correct invoices can result in the supplier levying a late payment claim which will have to be met from the relevant client's budget, therefore delays in checking, reconciling and passing invoices for payment should be avoided.
3.13	CONFIDENTIALITY
3.13.1	All Contract details are Strictly Confidential and must not be disclosed to suppliers or persons outside of the University's employ, or employees unless necessary for performance of their official duties.
3.14	HELP AND ADVICE
3.14.1	If you have any queries regarding this Contract Information Bulletin contact the Contract Administrator for assistance on Procurement matters please contact 020 8331 8175/8294/8899 .



Vincent M John, Director of Procurement & Business Services