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Tender

## **Coffee machine and beans**

Proactis Buyer

F02: Contract notice

Notice identifier: 2019/S 000-000002

Procurement identifier (OCID): ocds-h6vhtk-002f31-integration

Published 4 January 2019, 10:05am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Proactis Buyer

10 Queens Road

Aberdeen

AB15 4ZT

#### **Contact**

Line Olsen

#### **Email**

[line.olsen@proactis.com](mailto:line.olsen@proactis.com)

#### **Telephone**

+44 1224636999

#### **Fax**

+44 1224636997

**Country**

United Kingdom

**NUTS code**

UKM50 - Aberdeen City and Aberdeenshire

**Internet address(es)**

Main address

<http://www.mytenders.org>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.mytenders.co.uk](http://www.mytenders.co.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.mytenders.co.uk](http://www.mytenders.co.uk)

**I.4) Type of the contracting authority**

National or federal Agency/Office

**I.5) Main activity**

Environment

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Coffee machine and beans

#### **II.1.2) Main CPV code**

- 39711310 - Electric coffee makers

#### **II.1.3) Type of contract**

Works

#### **II.1.4) Short description**

Coffee machine and beans

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,000

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

If a combined offer for both lots from one supplier will provide the overall best offer, then lot one and two will be combined. This could lead to the lowest price offer being declined for a single lot.

### **II.2) Description**

#### **II.2.1) Title**

Coffee

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 03131100 - Coffee beans
- 15860000 - Coffee, tea and related products
- 15861000 - Coffee
- 15861100 - Roasted coffee
- 15861200 - Decaffeinated coffee
- 15862000 - Coffee substitutes

### **II.2.3) Place of performance**

NUTS codes

- UK - UNITED KINGDOM

### **II.2.4) Description of the procurement**

Delivery of coffee for a coffee machine

### **II.2.5) Award criteria**

Price

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

After 6 months there will be a review. If the contract performance is considered good, the contract will be renewed with an additional 12 months. A new review will be held at 18 months and considered renewed for another 12 months. The contract duration can then be a total of 26 months

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Coffee machine

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 39711310 - Electric coffee makers

### **II.2.3) Place of performance**

NUTS codes

- UK - UNITED KINGDOM

### **II.2.4) Description of the procurement**

Coffee machine for break room.

### **II.2.5) Award criteria**

Price

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

After 6 months there will be a review. If the contract performance is considered good, the contract will be renewed with an additional 12 months. A new review will be held at 18 months and considered renewed for another 12 months. The contract duration can then be a total of 26 months

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

The suppliers should be baristas.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

good financial standing

Minimum level(s) of standards possibly required

bank statement

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Good reviews

Minimum level(s) of standards possibly required

Must be baristas

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

5 February 2019

Local time

12:00pm

**IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

**IV.2.7) Conditions for opening of tenders**

Date

5 February 2019

Local time

3:00pm

Place

In Aberdeen office

Information about authorised persons and opening procedure

Two representatives for the bidder.

Two representatives for the buyer.



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

(SC Ref:551088)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Proactis Buyer

Aberdeen

Country

United Kingdom