

# Record of decision taken under delegated powers by a council officer



Title:	Award of Contract for the Supply of Stationery
Divisions Affected:	None
Key Decision:	No
Reason Key:	NA
Decision taken under delegation by virtue of:	Cabinet – 21/12/2021 – item no. 243/21 – Annual Procurement Forward Plan FY2022/23

## Summary

SCC requires the provision of stationery and office supplies for all council offices and associated facilities. This contract is solely for the purchase of office related goods and supplies such as paper, inkjet supplies, writing supplies, files, pockets and binders etc. This contract is not for the use of leisure items, confectionary and beverages which banner also sell. There will be communication with Banner to ensure all spend is compliant and relevant to the objective of the contract. The supplier is expected to maintain satisfactory stock levels, keep track of item selection and spend and respond promptly to delivery requests. The supplier is also expected to work collaboratively with the council to improve the service provided and create cost savings where possible.

Following a review of the market and a comparison of costs via different frameworks and suppliers, it was identified that the award of a contract to Banner Group Ltd under the Crown Commercial Service RM6059 represents value in terms of price and quality.

## Decision made

### Decision made:

It was AGREED that a contract is awarded to Banner Group Ltd under the Crown Commercial Services Office Supplies (RM6059) Lot 1: Office Stationery and Electronic Office Supplies.

### Reasons for Decision:

Following a review of the market and available procurement frameworks it has been demonstrated that the award of a new contract to Banner Group Ltd under the Crown Commercial Service RM6059 framework represents value in terms of price and quality.

Decision taken by:	Deputy Chief Executive and Executive Director for Resources
Decision taken on:	21 September 2023
To be implemented on:	As soon as possible

**Alternative options considered**

Details contained within the procurement report.

**Summary of any financial implications**

Details contained within the procurement report.

**Declarations of conflicts of interest**

None

**Consultation/Process Followed**

Consultation included the following:

- Finance
- Legal Services
- Procurement

**Background Documents**

Exempt:

procurement report.

yes