



Crown
Commercial
Service

Office Supplies Marketplace

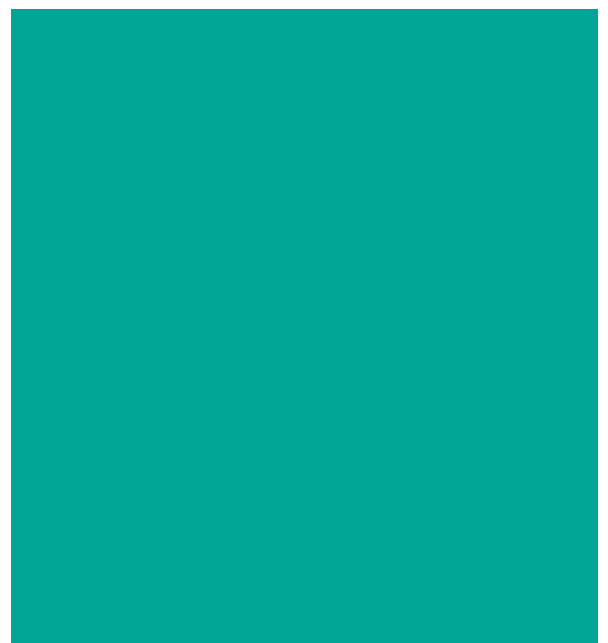
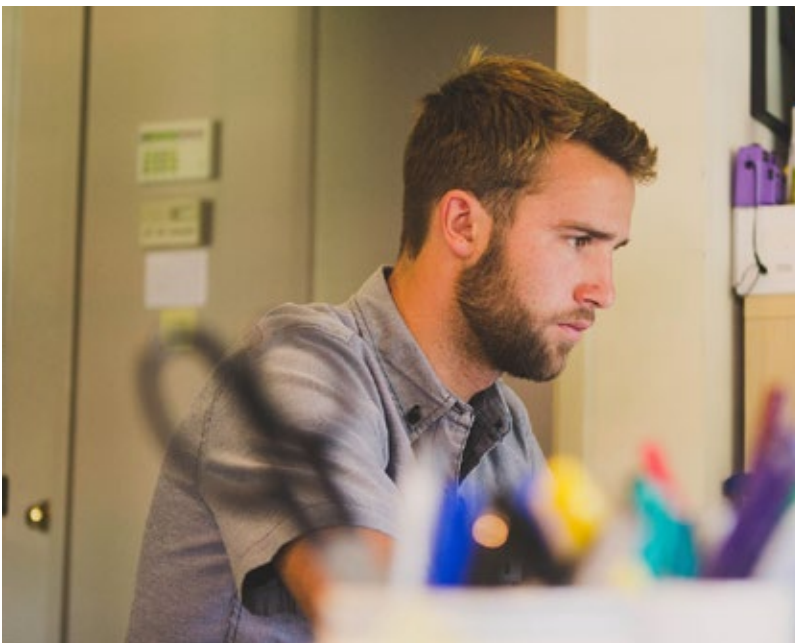
Customer Guidance Notes

Introduction

The purpose of this guide is to help you access the Office Supplies Marketplace, for low value ad hoc office supplies requirements.

This guidance is for the Office Supplies Marketplace only and is not a contractual document.

Separate guidance documents are available for accessing the Office Supplies framework agreements.



Office Supplies Marketplace

The Office Supplies Marketplace has been developed to complement and support the Office Supplies framework agreements (RM917 and RM3703). It enables you to source your low value, ad hoc requirements from local suppliers and to enable small and medium enterprises (SMEs) to compete for public sector business.

Many organisations have a local agenda and wish to support local businesses as part of their corporate and social responsibility policy - the Office Supplies Marketplace is here to support you to do this for your ad hoc requirements.

Overview and Scope of Office Supplies Marketplace

When using the Office Supplies Marketplace you will be able to:

- Search and filter for suppliers based on key criteria such as location and capabilities
- Interact directly with suppliers through Contracts Directory
- Access a wide range of Office Supplies products
- Source your requirements from local suppliers who have registered on the marketplace.

The marketplace provides access to a full range of office supplies products and is divided into the following categories:

Office Stationery general office stationery products such as pens, pencils, desktop accessories, filing, presentation items, diaries and associated office supplies including catering consumables.

Office Paper office paper products such as cut paper and board.

Janitorial Supplies janitorial cleaning products such as washroom supplies, blue roll, washing up liquid and refuse sacks.

Small Office Machines small office machines such as desktop printers, paper shredding machines, label making machines and laminators.

Electronic Office Supplies electronic office supplies such as ink and toner printer cartridges, electronic storage media and peripherals.



How to access Office Supplies Marketplace

In order to use the Office Supplies Marketplace, you must be registered on Contracts Directory which sits on the Government eMarketplace (see below How to register for access section).

Office Supplies Marketplace is available for use by UK public sector bodies, including (but not limited to) local government, emergency services, NHS bodies, education and third sector organisations.

When using Office Supplies Marketplace you should follow your own internal procurement/tendering/quotation/processes. This will determine, for example, how to select a supplier and how many suppliers to involve in the proposed invitation to quote/tender exercise.

You must use your own organisation's procurement documentation including contractual terms and conditions, tender/procurement documentation and purchase orders.

There are a number of options available to you when issuing procurement documents.

The Contracts Directory is available for use (free of charge).

Alternatively, you can use your own standard procurement/quotation process, which may be in hard copy format (involving the submission of paper tender/quotation documentation and receipt of paper bids) or electronic format (involving the use of your own e-tendering system or email process).

In all cases you should apply a value for money (VFM) test to determine the successful bid.

Supplier requirements

Management Information

Suppliers are required to complete and return a quarterly management information template which will outline their activities and invoices raised under the Office Supplies Marketplace.

How to register for access

To use the online Contracts Directory you will need to be registered for access to the Government eMarketplace. Full details on how to register are provided in the eMarketplace: [a guide for public sector buyers](#).

Already registered? Log on to Office Supplies Marketplace in Contracts Directory [here](#).

How to use Contracts Directory and send an RFQ via Office Supplies Marketplace (Request for Quote).

Please read the Office Supplies Marketplace – Technical Guide for Buyers embedded below or on the Office Supplies Marketplace web page - <https://www.gov.uk/guidance/office-supplies-marketplace-a-guide-for-buyers>.



Contact information

General enquiries

For further information about the Office Supplies agreement please contact:

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