

**REPORT TO:** CITY GOVERNANCE COMMITTEE – 12 MAY 2025

**REPORT ON:** TENDERS RECEIVED BY EXECUTIVE DIRECTOR OF CORPORATE SERVICES

**REPORT BY:** EXECUTIVE DIRECTOR OF CORPORATE SERVICES

**REPORT NO:** 142-2025

**1 PURPOSE OF REPORT**

- 1.1 This report details tenders received and seeks approval to award the contract.

**2 RECOMMENDATION**

- 2.1 It is recommended that Committee approve the acceptance of the tenders submitted by the undernoted contractors as set out in the report and approve the award of contract to the top scoring bidder, as set out in Appendix 1.

**3 FINANCIAL IMPLICATIONS**

- 3.1 The Executive Director of Corporate Services has confirmed that the total cost of the contract awarded will be £1.207m and that funding is available as detailed in Appendix 1 of this report.
- 3.2 The revised contract reflects a reduction in number of devices of circa 11%, further savings would be achievable through increased rationalisation and can be progressed with the incoming contractor. Under the proposed terms of the contract pricing visibility exists to assist budget holders in any decision making.

**4 MAIN TEXT**

- 4.1 Members approved a sourcing strategy for the tender of multi-functional devices on 10 June 2024 (Report 155-2024 to City Governance Committee 10 June 2024 refers). Bids following a mini-competition exercise with the Scottish Government Framework Agreement (SP-21-046) have now been received from 4 separate contractors.
- 4.2 The Framework evaluation methodology (criterion and weightings) was utilised and the suppliers on the Framework each provide high quality services. The best quotation is selected on the basis of the most economically advantageous Quotation, with regards to price and quality. The recommended contractor is detailed in Appendix 1 to this report.

**5 POLICY IMPLICATIONS**

- 5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

**6 CONSULTATIONS**

6.1 The Council Leadership Team were consulted in the preparation of this report.

**7 BACKGROUND PAPERS**

7.1 None.

**ANTHONY CARR  
HEAD OF DIGITAL AND CUSTOMER SERVICES**

**PAUL THOMSON  
EXECUTIVE DIRECTOR OF CORPORATE SERVICES**

**NM/KM**

**21 APRIL 2025**

**DUNDEE CITY COUNCIL  
DUNDEE HOUSE  
DUNDEE**

**APPENDIX 1**

<b>PROJECT</b>	
PROJECT NUMBER	DCC/IT/394/24 (Framework SP-21-046)
PROJECT INFORMATION	<b>Supply and Maintenance of Multi-Functional Devices</b>
ESTIMATED START AND COMPLETION DATES	1 June 2025 to 31 December 2030
TOTAL COST	£1,207,079.78
FUNDING SOURCE	Revenue Budget
BUDGET PROVISION & PHASING	Provision for these costs are incorporated within service Revenue Budgets over the period 2025/26 to 2030/31. The costs associated with Leisure & Culture Dundee amount to £64,460 and will be met by LACD over the same period.
ADDITIONAL FUNDING	None
REVENUE IMPLICATIONS	A detailed analysis of the cost of the new contract will be undertaken to reflect the impact on service budgets any savings following this exercise will allocated to services from the corporate procurement savings.
POLICY IMPLICATIONS	None

<b>Contractor</b>	<b>Submitted Tender</b>	<b>Quality Score (60%)</b>	<b>Price Score (40%)</b>	<b>Overall Score</b>
<b>HP Inc, UK</b>	<b>£1,207,079.78</b>	<b>1</b>	<b>2</b>	<b>1</b> top scoring
Canon (UK) Ltd	£1,199,983.11	3	1	2
Xerox (UK) Ltd	£1,407,987.97	2	3	3
Konica Minolta Business Solutions (UK) Ltd	£1,779,929.82	4	4	4

RECOMMENDATION	Award to HP Inc, UK
SUB-CONTRACTORS	None
BACKGROUND PAPERS	None

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