

# OFFICER DECISION NOTICE



**Reading**  
Borough Council  
*Working better with you*

This notice is to be used for the following types of officer decisions. (Select one option).

☐ **A.** Decisions taken by officers under a specific express delegation from Council or a Committee.

☒ **B.** Decisions taken by officers under a general delegation from Council or a Committee, which relates to (i) a permission or a licence, or (ii) the rights of an individual, or (iii) a contract or expenditure over £100,000.

<b>1. Title of decision:</b>	Office Stationery & Electronic Office Supplies (EOS), CCS RM6299 (Lot 1)
<b>2. Date of the decision:</b>	01 May 2025
<b>3. The decision maker:</b>	Facilities Manage

#### 4. Decision details:

RBC had gone out to tender for the above contract through Further Competition on a framework. From this the successful bidder was awarded the contract based on their tender responses. The objective was to procure quality & cost-effective stationery products to meet the needs of staff across the whole Council. The successful bidder had provided the strongest response regarding plans and processes that aligned with RBC goals as well as good suggestions for social value and had submitted the lowest priced bid.

The contract is for three years with an option for an extension for an additional year. Contract starts on 01/05/2025.

#### 5. Alternative options considered (if any) and rejected:

Due to transparency, fairness & the value there was no other option but to go out to market and run a tender process.

#### 6. List of open Background Papers:

N/A

#### 7. List of confidential or exempt Background Papers:

N/A

**8. Any other matters taken into consideration:**

<input type="checkbox"/> Legitimate expectation of consultation	<input type="checkbox"/> Procedural requirements
<input type="checkbox"/> Public Health implications	<input type="checkbox"/> Environmental or Climate Change
<input type="checkbox"/> Health and Safety	<input type="checkbox"/> Risk Management implications
<input type="checkbox"/> Transparency of Information (FOI etc)	<input type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input type="checkbox"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Armed Forces Covenant	<input type="checkbox"/> Other

**Details of the matters taken into account:**

N/A

**9. Legal considerations**

Legal to approve the framework and comment on the framework's terms and conditions

**10. Financial considerations**

We aim to continue to delivery savings on this contract. Changes to internal processes and shorten of the core list of products available have revealed successful in assisting with this.

The contract value is £260,000 for its maximum term of 4 years.

**11. Internal consultations**

The aim of this exercise was to procure quality and cost-effective stationery products to meet the needs of staff across the council.

The specification outlines Reading Borough Council's (RBC) requirements for Office Stationery and Electronic Office Supplies (EOS).

The successful supplier will supply office stationery and supplies in-line with Readings internal process. Reading will have a single point/team who will order office stationery and supplies for the council. There will be a core list agreed between Reading and the successful supplier, and all items ordered which are not on the list will need internal approval before the order is accepted.

The key deliverables for this project are: Supply a core list of products, Twice weekly delivery, Multiple Delivery sites, Orders to be processed through a central point/team at RBC, Scope for changing demand.

Sections 13- 18: To be completed only for Decision A (express delegation from a Committee)

<b>12. The name of the Committee:</b>	
<b>13. Date of the meeting:</b>	Click or tap to enter a date.
<b>14. Minute number:</b>	

<b>15. The delegation given by the Committee:</b>	
<b>16. The name of any member of the committee who declared a conflict of interest in relation to the decision:</b>	
<b>17. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.</b>	