

# Workplace Supplies

The new Workplace Supplies Contract provides core workplace supplies such as paper, stationery, toner and inkjet cartridges, janitorial items, kitchen and canteen items, and office and educational furniture.

The contract delivers savings, convenience and flexibility to Government agencies, NGO's and Local Councils by enabling the ordering of a wide range of products from a smaller number of suppliers.

## 6 CONTRACTS ROLLED INTO 1

The contracts that have been amalgamated into the Workplace Supplies Contract include:

- Office Supplies - c506
- Food Service and Catering Products - c407
- Housekeeping Products, Floor, Laundry and Washroom - c1618
- Office Furniture (Chairs, Steel and General) - c123
- Workstations - c308
- Furniture for Department of Education and Training - c1250

## KEY BENEFITS

- A "Best-Price" Contract - a single price per supplier per item. This means that all clients receive the same pricing for items bought under similar circumstances.
- Projected overall savings of 5%<sup>1</sup> on price.
- Continuous Best Price and Benchmarking provisions work to facilitate improved pricing during the life of the contract.
- A single place to compare pricing and products of suppliers on this contract, via the smartbuy® nswbuy catalogue.

- A dedicated Environmentally Friendly Product (EFP) lot.
- Users can choose generic items over branded items, which may offer cheaper pricing and the opportunity for further savings to be realised.
- Reporting available that can assist agencies to realise efficiency savings over the life of the contract. Reports include order source reporting; generic sales reporting; order size reporting; warranties, refunds and replacements reporting.
- Full coverage of metropolitan, regional, and rural NSW.

## PRODUCTS & SERVICES

The range of products available under the Workplace Supplies Contract fall under the following categories:

- General Office Supplies
- Copy Paper
- Toner & Inkjet Cartridges
- Educational
- Janitorial
- Kitchen and Canteen
- Environmentally Friendly Products
- Office Furniture
- Department of Education & Training (DET) Furniture

The above categories are referred to as "Lots". For more detail regarding the lots and sub-categories (or "Sub-lots"), as well as the suppliers on contract for each lot, please refer to the Suppliers section of this document.

## CONTRACT PERIOD

Various terms expiring on 08/02/13. Two extension options of up to twelve months each may be exercised by mutual agreement between the suppliers and the State Contracts Control Board (SCCB).

<sup>1</sup> Based on 2006-07 volumes and lowest priced tenderer of the Lots for c1006.

## HOW TO PURCHASE

You can place your order directly with the supplier or order directly through smartbuy®, the NSW Government endorsed e-procurement solution. Quick, efficient and all in one place, smartbuy® offers you the opportunity to make product comparisons and value based decisions. Go to [www.nswprocurement.com.au](http://www.nswprocurement.com.au) and follow the prompts under “Buy Online”.

If you wish to check your organisation’s eligibility to purchase under this State Contract, to register as a new customer, or to check whether your organisation has a smartbuy® account please contact the Client Support Centre on **1800 NSW BUY (1800 679 289)** or email [nswbuy@services.nsw.gov.au](mailto:nswbuy@services.nsw.gov.au).

SUPPLIERS		General Office Supplies Lot 1	Copy Paper Lot 2	Toners & Ink Cartridges Lot 3	Educational (General) Lot 4a	Educational (Scientific) Lot 4b	Janitorial Lot 5	Kitchen & Canteen Lot 4c	Environmental Lot 6	Environmental (General Office Supplies) Lot 7a	Environmental (Copy Paper) Lot 7b	Environmental (Toner & Ink Cartridges) Lot 7c	Environmental (Janitorial) Lot 7d	Office Furniture (Kitchen & Canteen) Lot 7e	Office Furniture (Chairs) Lot 8a	Office Furniture (Steel Furniture) Lot 7e	Office Furniture (General) Lot 8b	DET Furniture (Workstations) Lot 8c	DET Furniture (Wooden) Lot 8d	DET Furniture (Workstations) Lot 9a	DET Furniture (Seating) Lot 9b	DET Furniture (Steel) Lot 9c	DET Furniture (Steel) Lot 9d
Complete Office Supplies		✓	✓	✓				✓	✓	✓	✓												
Corporate Express Australia		✓			✓	✓	✓				✓	✓					✓						✓
OfficeMax Australia		✓		✓	✓					✓													
Serrata					✓																		
Bunzl Outsourcing Services						✓	✓				✓	✓											
Sebel Furniture														✓			✓	✓	✓	✓			
Watts Commercial Furniture														✓	✓	✓	✓		✓				
Bevisco Commercial Interiors														✓	✓	✓	✓						
Direct Ergonomics														✓	✓		✓						
Sturdy Framac														✓									
Diami Australia														✓									
OFD														✓									
InServis															✓								
Workspace Commercial Furniture															✓	✓							
Maxton Fox Furniture Systems																✓							
Iken Commercial Interiors																✓							

Suppliers are contracted to supply items from specific lots and/or sub-lots only. (Represented by a ✓)



## FURTHER INFORMATION

For further information or for a copy of the Contract Guide, please contact the Client Support Centre.

