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Tender

HCC 01/21 - The Supply of Washroom Paper Disposables and Dispensers for Hertfordshire County Council

Hertfordshire County Council

F02: Contract notice

Notice identifier: 2021/S 000-000296

Procurement identifier (OCID): ocids-h6vhtk-02886e

Published 7 January 2021, 4:12pm

Section I: Contracting authority

I.1) Name and addresses

Hertfordshire County Council

Pegs Lane

HERTFORD

SG13 8DE

Contact

Strategic Procurement Group

Email

helen.brucehoy@hertfordshire.gov.uk

Telephone

+44 01992588668

Country

United Kingdom

NUTS code

UKH23 - Hertfordshire

Internet address(es)

Main address

www.hertfordshire.gov.uk

Buyer's address

www.supplyhertfordshire.uk

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<http://www.supplyhertfordshire.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.supplyhertfordshire.uk>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

HCC 01/21 - The Supply of Washroom Paper Disposables and Dispensers for Hertfordshire County Council

Reference number

HCC1911786

II.1.2) Main CPV code

- 33760000 - Toilet paper, handkerchiefs, hand towels and serviettes

II.1.3) Type of contract

Supplies

II.1.4) Short description

Hertfordshire County Council (the 'Council') on behalf of Herts FullStop is currently out to procurement for the provision of Washroom Paper Disposables and Dispensers (hereinafter referred to as "Goods") and is seeking suitably qualified Contractor(s) to supply the Goods under any Agreement resulting from this tendering exercise. Further information in regards to this opportunity can be found in II.2.4) Description of the procurement field (FTS Contract Notice refers). Organisations wishing to take part in this project are invited to "express interest" which will give access to the full procurement documents in the e-tendering system. Please see VI.3) Additional information for further information. Any questions relating to this procurement must be made via the correspondence area in the e-Tendering system, in accordance with the procurement documents and can be addressed to the main contact as shown in the details above.

II.1.5) Estimated total value

Value excluding VAT: £9,300,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lot 1 – Provision of Branded Washroom Paper Disposables and Dispensers

Lot No

Lot 1

II.2.2) Additional CPV code(s)

- 33760000 - Toilet paper, handkerchiefs, hand towels and serviettes
- 33763000 - Paper hand towels

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

II.2.4) Description of the procurement

Hertfordshire County Council (the 'Council') on behalf of Herts FullStop is currently out to procurement for the provision of Washroom Paper Disposables and Dispensers (hereinafter referred to as "Goods") and is seeking suitably qualified Contractor(s) to supply the Goods under any Agreement resulting from this tendering exercise. The Contracting Authority is looking for complete Washroom Paper Solutions across the paper and dispenser area. Further to this, the Contracting Authority is looking for suppliers that offer solutions which will assist our customers in the reduction of paper usage. This procurement is divided into Lots. Lot 1 – Provision of Branded Washroom Paper Disposables and Dispensers, where a single Contractor per line is sought. The estimated total value of the Framework Agreement is stated in II.1.5) of this notice and is for the entire Four (4) year term of the Framework Agreement. For the avoidance of doubt, the estimated annual value of the Framework will be approximately £2,325,000.00. The estimated annual value will be for both Hertfordshire County Council and Hampshire County Council. The Framework Agreement will be awarded for an entire term of Four (4) Years. Please note that the contract requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands. There will be no form of exclusivity or volume that is guaranteed under the resultant Framework Agreement and the Council and other participating authorities will be entitled to enter into other contracts and arrangements with other suppliers for the provision of any, or all, of the requirements which are the same as, or similar to those specified under the established Framework Agreement. Organisations should be aware that due to the nature of the Services provided, any Framework Agreement formed as a result of this

procurement process shall be executed as a deed. Organisations should seek independent legal advice on the implications of this prior to submitting their bid, where appropriate.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £9,300,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

This Framework Agreement will be reviewed at the end of the Framework Agreement period.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

The value stated in ii.2.6 is for both Lot 1 and Lot 2.

II.2) Description

II.2.1) Title

Lot 2 - Provision of Non-Branded Washroom Paper Disposables and Dispensers, where a maximum of six Contractors are sought.

Lot No

Lot 2

II.2.2) Additional CPV code(s)

- 33760000 - Toilet paper, handkerchiefs, hand towels and serviettes
- 33763000 - Paper hand towels

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

II.2.4) Description of the procurement

Hertfordshire County Council (the 'Council') on behalf of Herts FullStop is currently out to procurement for the provision of Washroom Paper Disposables and Dispensers (hereinafter referred to as "Goods") and is seeking suitably qualified Contractor(s) to supply the Goods under any Agreement resulting from this tendering exercise. The Contracting Authority is looking for complete Washroom Paper Solutions across the paper and dispenser area. Further to this, the Contracting Authority is looking for suppliers that offer solutions which will assist our customers in the reduction of paper usage. This procurement is divided into Lots. Lot 2 - Provision of Non-Branded Washroom Paper Disposables and Dispensers, where a maximum of six Contractors are sought. The estimated total value of the Framework Agreement is stated in II.1.5) of this notice and is for the entire Four (4) year term of the Framework Agreement. For the avoidance of doubt, the estimated annual value of the Framework will be approximately £2,325,000.00. The estimated annual value will be for both Hertfordshire County Council and Hampshire County Council. The Framework Agreement will be awarded for an entire term of Four (4) Years. Please note that the contract requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands. There will be no form of exclusivity or volume that is guaranteed under the resultant Framework Agreement and the Council and other participating authorities will be entitled to enter into other contracts and arrangements with other suppliers for the provision of any, or all, of the requirements which are the same as, or similar to those specified under the established Framework Agreement. Organisations should be aware that due to the nature

of the Services provided, any Framework Agreement formed as a result of this procurement process shall be executed as a deed. Organisations should seek independent legal advice on the implications of this prior to submitting their bid, where appropriate.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £9,300,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

This Framework Agreement will be reviewed at the end of the Framework Agreement period.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

The value stated in ii.2.6 is for both Lot 1 and Lot 2.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

In the case of framework agreements, provide justification for any duration exceeding 4 years:

N/A

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

8 February 2021

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

8 February 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.3) Additional information

Please note Hertfordshire County Council has worked closely with its districts and partners to create a joint procurement portal called supply Hertfordshire. This portal provides an e-Tendering system which is run by In-Tend. To access this procurement opportunity please visit www.supplyhertfordshire.uk and follow the on-screen guidance in accordance with Regulation 53 of The Public Contracts Regulations 2015, the Council's procurement documents are available within the e-Tendering system. This is a one stage procurement process. Therefore, if you wish to be considered as a tenderer you must complete and submit a tender by the specified closing date and time. Tender submissions cannot be uploaded after this return deadline. If you are experiencing problems In-Tend offer a help section which includes a dedicated UK support desk which can be contacted via email: support@in-tend.co.uk or Telephone: +44 1144070065 for any website/technical questions, Monday to Friday, 8:30-17:00. The Council reserves the right at any time to cease the procurement process and not award a Framework Agreement] or to award only part of the opportunity described in this notice. If the Council takes up this right, then they will not be responsible for or pay the expenses or losses, which may be incurred by any organisation or tenderer as a result. The Council undertakes to hold confidential any information provided in the proposal submitted, subject to the Council's

obligations under the law including the Freedom of Information Act 2000. If the organisation considers that any of the information submitted in the proposal should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The Council will then endeavour to consult with the applicant about such sensitive information when considering any request received under the Freedom of Information Act 2000 before replying to such a request. The Council reserves the right to carry out additional financial checks on all organisations bidding for this opportunity at any time during the procurement process. This is to ensure that they continue to meet the Council's requirements and remain financially viable to fulfil the requirements under the Framework Agreement.

VI.4) Procedures for review

VI.4.1) Review body

High Court,

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 20794760000

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

High Court,

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 20794760000

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Contracting Authority will incorporate a minimum 10 calendar day (when using electronic means) standstill period at the point information on the award of the Framework Agreement] is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a Framework Agreement before a contract is executed/signed (as appropriate). The Public Contracts Regulations 2015 ('Regulations') provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly and within the time limits as defined in the above regulations. Where a Framework Agreement has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the Framework Agreement has been entered into the court has the options to award damages and/or to shorten or order the Framework Agreement ineffective.

VI.4.4) Service from which information about the review procedure may be obtained

Chief Legal Officer

Hertfordshire County Council, County Hall,

HERTFORD

SG13 8DE

Country

United Kingdom