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Tender

## **HCC02/23- Framework Agreement for the Supply of Office and Commercial Furniture**

Herts Fullstop Ltd

F02: Contract notice

Notice identifier: 2023/S 000-005435

Procurement identifier (OCID): ocds-h6vhtk-03ab78

Published 23 February 2023, 2:16pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Herts Fullstop Ltd

Mundells

Welwyn Garden City

AL7 1FT

#### **Contact**

Simon Hastings

#### **Email**

[simon.hastings@hertfordshire.gov.uk](mailto:simon.hastings@hertfordshire.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

[www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)

Buyer's address

[www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

**I.3) Communication**

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

[www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.hertfordshire.gov.uk](http://www.hertfordshire.gov.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

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

HCC02/23- Framework Agreement for the Supply of Office and Commercial Furniture

Reference number

HCC2214198

#### **II.1.2) Main CPV code**

- 39130000 - Office furniture

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

Hertfordshire County Council (the 'Council') is currently out to procurement for the provision of a Framework Agreement for the supply of office and commercial furniture. Further information in regard to this opportunity can be found in II.2.4) Description of the procurement field 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: £29,600,000

#### **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**

## Framework Agreement for the Supply of Office and Commercial Furniture

Lot No

Framework

### **II.2.2) Additional CPV code(s)**

- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 39150000 - Miscellaneous furniture and equipment
- 39130000 - Office furniture

### **II.2.3) Place of performance**

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

Also open for use by the following Administrative Regions of the United Kingdom: All Local Government administered regions of England, Scotland, Wales and Northern Ireland.

### **II.2.4) Description of the procurement**

The Contracting Authority, acting on behalf of the Participating Authorities is leading on the procurement process to establish a Framework Agreement for The Supply of Office and Commercial Furniture (herein after referred to as 'Goods') to Customers in various locations throughout the United Kingdom including: Offices, schools, colleges, universities, libraries, fire stations, police stations, hospitals, recreation centres, day centres and all other public sector establishments. The Contracting Authority is seeking suitably qualified Contractors to supply the Goods and any related Services under any Agreement resulting from this tendering exercise. Details of the Goods required under this Agreement are given in the separate excel spreadsheet titled HCC2214198 – Pricing Schedule. The requirement is for both conventional and modern office furniture that will be used to adapt to the changing way in which employees now work and tenderers are expected to offer solutions to the changing working environment. It is a requirement that the successful contractor(s) will not only supply the Goods but assemble, install, and place in position on site in an area agreed with the Customer. Delivery must be free of charge to all Customers, unless otherwise agreed with the Customer, for example, if the delivery was urgent and required for the following day. Delivery must be pre-booked with the Customer giving a minimum of 24 hours' notice and arranged to fit in with the

requirements and working hours of the Customer. The Customer must not help with the offloading of Goods or removal of the packaging. Deliveries must be fully installed and assembled in situ anywhere as required in the Customer's site. Herts FullStop reserve the right to market and supply Office and Commercial furniture under its own brand for advertisement in its catalogue, website or associated publications. The requirement is for the Contractor to provide marketing literature and support to facilitate this. It is expected that the majority of the requirement will be for the items listed in HCC2214198 – Pricing Schedule. However, there will also be occasions when the Customers will require other items not included in the list of standard requirements and any additional items required should be priced at the discounted rates offered. The Goods required under this Framework Agreement have been split into the following Lots:- Lot 1 Office Chairs - Lot 2 Desking And Storage- Lot 3 Office Steel Storage- Lot 4 Collaborative Furniture- Lot 5 Residential Furniture - Lot 6 Complete Projects Solutions This Framework Agreement will be open to all UK public sector organisations The estimated total value of the Framework Agreement is stated in II.1.5) of this notice and is for the four-year term, together with the Individual Orders and their possible durations. It is anticipated that the term of the Individual Orders awarded under this Framework Agreement could be up to 4 years. For the avoidance of doubt, the estimated annual range of the Framework Agreement will be approximately GBP 500,000.00 to GBP 7,400,000.00. Please note that the requirements of the Framework Agreement will be subject to available financial resources, supplier performance and flexibility to meet changing demands. In addition, there will be no form of exclusivity or volume that is guaranteed under the resultant Framework Agreement and the Council 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**

Quality criterion - Name: Quality / Weighting: 20%

Price - Weighting: 80%

### **II.2.6) Estimated value**

Value excluding VAT: £29,000,000

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

Duration in months

48

This contract is subject to renewal

No

### **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**

This Framework Agreement will be open to all UK public sector organisations including: Please refer to the Specification (Schedule 1) of the Framework Agreement Terms and Conditions

## **II.2) Description**

### **II.2.1) Title**

Office Chairs

Lot No

One

### **II.2.2) Additional CPV code(s)**

- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 39130000 - Office furniture
- 39150000 - Miscellaneous furniture and equipment

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

open for use by the following Administrative Regions of the United Kingdom: All Local Government administered regions of England, Scotland, Wales and Northern Ireland.

#### **II.2.4) Description of the procurement**

Award will be by Lot. Contractors must bid for all lines in order to be considered. The Contracting Authority is intending to award this Lot to a maximum of 8 contractors per Lot (placed in rank order of tendered score)

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 20%

Price - Weighting: 80%

#### **II.2.6) Estimated value**

Value excluding VAT: £29,600,000

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

Duration in months

48

This contract is subject to renewal

No

#### **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) Description**

### **II.2.1) Title**

Desking And Storage

Lot No

Two

### **II.2.2) Additional CPV code(s)**

- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 39130000 - Office furniture
- 39150000 - Miscellaneous furniture and equipment

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

open for use by the following Administrative Regions of the United Kingdom: All Local Government administered regions of England, Scotland, Wales and Northern Ireland.

### **II.2.4) Description of the procurement**

Award will be by Lot. Contractors must bid for all lines in order to be considered. The Contracting Authority is intending to award this Lot to a maximum of 8 contractors per Lot (placed in rank order of tendered score)

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 20%

Price - Weighting: 80%

### **II.2.6) Estimated value**

Value excluding VAT: £29,600,000

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

Duration in months

48

This contract is subject to renewal

No

### **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**

This Framework Agreement will be open to all UK public sector organisations including. Please refer to the Specification (Schedule 1) of the Framework Agreement Terms and Conditions

## **II.2) Description**

### **II.2.1) Title**

Office Steel Storage

Lot No

Three

### **II.2.2) Additional CPV code(s)**

- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products

- 39130000 - Office furniture
- 39150000 - Miscellaneous furniture and equipment

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

open for use by the following Administrative Regions of the United Kingdom: All Local Government administered regions of England, Scotland, Wales and Northern Ireland.

### **II.2.4) Description of the procurement**

Award will be by Lot. Contractors must bid for all lines in order to be considered. The Contracting Authority is intending to award this Lot to a maximum of 8 contractors per Lot (placed in rank order of tendered score)

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 20%

Price - Weighting: 80%

### **II.2.6) Estimated value**

Value excluding VAT: £29,600,000

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

Duration in months

48

This contract is subject to renewal

No

### **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**

This Framework Agreement will be open to all UK public sector organisations. Please refer to the Specification (Schedule 1) of the Framework Agreement Terms and Conditions

## **II.2) Description**

### **II.2.1) Title**

Collaborative Furniture

Lot No

Four

### **II.2.2) Additional CPV code(s)**

- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 39130000 - Office furniture
- 39150000 - Miscellaneous furniture and equipment

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

open for use by the following Administrative Regions of the United Kingdom: All Local Government administered regions of England, Scotland, Wales and Northern Ireland.

### **II.2.4) Description of the procurement**

Award will be by Lot. Contractors must bid for all lines in order to be considered. The

Contracting Authority is intending to award this Lot to a maximum of 8 contractors per Lot (placed in rank order of tendered score)

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 20%

Price - Weighting: 80%

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

Duration in months

48

This contract is subject to renewal

No

### **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**

This Framework Agreement will be open to all UK public sector organisations including: Please refer to the Specification (Schedule 1) of the Framework Agreement Terms and Conditions

## **II.2) Description**

### **II.2.1) Title**

Residential Furniture

Lot No

Five

### **II.2.2) Additional CPV code(s)**

- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 39130000 - Office furniture
- 39150000 - Miscellaneous furniture and equipment

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

open for use by the following Administrative Regions of the United Kingdom: All Local Government administered regions of England, Scotland, Wales and Northern Ireland.

### **II.2.4) Description of the procurement**

Award will be by lot Contractors must bid for all lines in order to be considered. The Contracting Authority is intending to award this lot to a maximum of 4 contractors (placed in rank order of tendered score)

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 20%

Price - Weighting: 80%

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

Duration in months

48

This contract is subject to renewal

No

### **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**

This Framework Agreement will be open to all UK public sector organisations including Please refer to the Specification (Schedule 1) of the Framework Agreement Terms and Conditions

## **II.2) Description**

### **II.2.1) Title**

Complete Projects Solutions

Lot No

Six

### **II.2.2) Additional CPV code(s)**

- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 39130000 - Office furniture
- 39151000 - Miscellaneous furniture

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

open for use by the following Administrative Regions of the United Kingdom: All Local Government administered regions of England, Scotland, Wales and Northern Ireland.

#### **II.2.4) Description of the procurement**

Award will be by lot Contractors must complete the 'mock project' scenario on HCC2214198 – Pricing Schedule. The Contracting Authority is intending to award this lot to a maximum of 6 contractors (placed in rank order of tendered score).

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 20%

Price - Weighting: 80%

#### **II.2.6) Estimated value**

Value excluding VAT: £29,600,000

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

Duration in months

48

This contract is subject to renewal

No

#### **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**

This Framework Agreement will be open to all UK public sector organisations including: Please refer to the Specification (Schedule 1) of the Framework Agreement Terms and Conditions

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## **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

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## **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

Envisaged maximum number of participants to the framework agreement: 42

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

Does not exceed 4 years

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

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

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

Date

27 March 2023

Local time

12:00pm

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

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

27 March 2023

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **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](http://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](mailto: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

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

Afghanistan