This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/007080-2021">https://www.find-tender.service.gov.uk/Notice/007080-2021</a>

Tender

# Office & Business Solutions Framework Agreement

Procurement for Housing

F02: Contract notice

Notice identifier: 2021/S 000-007080

Procurement identifier (OCID): ocds-h6vhtk-02a319

Published 7 April 2021, 11:40am

# **Section I: Contracting authority**

## I.1) Name and addresses

Procurement for Housing

2 Olympic Way, Woolston Grange Avenue

Birchwood, Warrington

WA2 0YL

#### Contact

Philip Rattigan

#### **Email**

prattigan@pfh.co.uk

#### **Telephone**

+44 1925286367

#### Country

**United Kingdom** 

#### **NUTS** code

UK - United Kingdom

#### Internet address(es)

Main address

http://www.procurementforhousing.co.uk

Buyer's address

https://www.mytenders.co.uk/search/Search\_AuthProfile.aspx?ID=AA26067

## I.2) Information about joint procurement

The contract is awarded by a central purchasing body

## I.3) Communication

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

www.mytenders.co.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.mytenders.co.uk

# I.4) Type of the contracting authority

Body governed by public law

## I.5) Main activity

General public services

# **Section II: Object**

## II.1) Scope of the procurement

#### II.1.1) Title

Office & Business Solutions Framework Agreement

Reference number

PR/OBS/0421

#### II.1.2) Main CPV code

 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages

#### II.1.3) Type of contract

**Supplies** 

#### II.1.4) Short description

Established in 2004, Procurement for Housing (PfH) is a national procurement consortium dedicated to the social housing sector and supported by the National Housing Federation (NHF), Chartered Institute of Housing (CIH) and HouseMark. Collectively our Members manage more than 75% of UK' social housing stock, with PfH helping them to achieve efficiency savings using a wide range of services including framework agreements, spend analyses, strategy reviews, consolidated billing and comprehensive reporting.

PfH is a contracting authority under Regulation 2 of the Public Contracts Regulations 2015 ("PCR 2015") and a central purchasing body under regulation 37 PCR 2015.

PfH is tendering for a framework agreement for Office & Business Solutions. Tenders are invited from suitably experienced organisations that can provide the range of services and meet the minimum selection criteria as set out in the tender documents.

The Framework will be awarded for an initial period of 3 years, and may be extended for a further 12 months at the discretion of PfH.

#### II.1.5) Estimated total value

Value excluding VAT: £35,000,000

#### 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

Office & Business Solutions Guaranteed Savings

Lot No

2

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

- 30000000 Office and computing machinery, equipment and supplies except furniture and software packages
- 30100000 Office machinery, equipment and supplies except computers, printers and furniture
- 30192700 Stationery
- 30192000 Office supplies
- 30123000 Office and business machines
- 30190000 Various office equipment and supplies
- 30191100 Filing equipment
- 30192110 Ink products
- 30192112 Ink sources for printing machinery
- 30192113 Ink cartridges
- 30197630 Printing paper
- 30197640 Self-copy or other copy paper
- 30197641 Thermographic paper
- 30197642 Photocopier paper and xerographic paper
- 30197643 Photocopier paper
- 30197644 Xerographic paper
- 30197645 Card for printing

- 30237310 Font cartridges for printers
- 79400000 Business and management consultancy and related services
- 79900000 Miscellaneous business and business-related services
- 39800000 Cleaning and polishing products
- 24000000 Chemical products
- 33760000 Toilet paper, handkerchiefs, hand towels and serviettes
- 33770000 Paper sanitary
- 39000000 Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 39830000 Cleaning products
- 18100000 Occupational clothing, special workwear and accessories
- 18200000 Outerwear
- 18300000 Garments
- 18400000 Special clothing and accessories
- 18800000 Footwear
- 33141620 Medical kits
- 33141623 First-aid boxes
- 33000000 Medical equipments, pharmaceuticals and personal care products
- 33199000 Medical clothing
- 35110000 Firefighting, rescue and safety equipment
- 35810000 Individual equipment
- 18143000 Protective gear
- 33182100 Defibrillator
- 30200000 Computer equipment and supplies
- 30125100 Toner cartridges
- 30234000 Storage media

- 30237200 Computer accessories
- 30237300 Computer supplies
- 48000000 Software package and information systems
- 72268000 Software supply services
- 39100000 Furniture
- 39130000 Office furniture
- 39134000 Computer furniture
- 39140000 Domestic furniture
- 39141000 Kitchen furniture and equipment
- · 39150000 Miscellaneous furniture and equipment
- 39160000 School furniture
- 30191000 Office equipment except furniture
- 30197000 Small office equipment
- 30199000 Paper stationery and other items
- 90500000 Refuse and waste related services
- 90511400 Paper collecting services
- 90510000 Refuse disposal and treatment
- 90514000 Refuse recycling services

#### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

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

Lot 2 - Office & Business Solutions Guaranteed Savings.

This lot covers all the same supplies & services as detailed for Lot 1.

For Lot 2 the successful supplier will be required to support PfH members in achieving guaranteed savings over the period of their call-off contract.

It is PfH's intention to award places on the framework to 1 supplier, however we reserve the right to award a greater number of places depending on the bids received.

The successful supplier will be expected to provide a national service covering all parts of the UK.

#### II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Quality criterion - Name: Sustainability / Weighting: 10

Price - Weighting: 50

#### II.2.6) Estimated value

Value excluding VAT: £10,000,000

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

**Duration in months** 

36

This contract is subject to renewal

Yes

Description of renewals

The Framework Agreement will initially be awarded for a 3 year period, but may be extended for a further 12 months at PfH's discretion.

#### 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

Complete Office & Business Solutions

Lot No

1

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

- 30000000 Office and computing machinery, equipment and supplies except furniture and software packages
- 30100000 Office machinery, equipment and supplies except computers, printers and furniture
- 30123000 Office and business machines
- 30190000 Various office equipment and supplies
- 30191100 Filing equipment
- 30192000 Office supplies
- 30192110 Ink products
- 30192112 Ink sources for printing machinery
- 30192113 Ink cartridges
- 30197630 Printing paper
- 30197640 Self-copy or other copy paper
- 30197641 Thermographic paper
- 30197642 Photocopier paper and xerographic paper
- 30197643 Photocopier paper
- 30197644 Xerographic paper
- 30197645 Card for printing
- 30199000 Paper stationery and other items
- 30237310 Font cartridges for printers
- 79400000 Business and management consultancy and related services

- 79900000 Miscellaneous business and business-related services
- 39800000 Cleaning and polishing products
- 24000000 Chemical products
- 33760000 Toilet paper, handkerchiefs, hand towels and serviettes
- 33770000 Paper sanitary
- 39830000 Cleaning products
- 18200000 Outerwear
- 18100000 Occupational clothing, special workwear and accessories
- 18300000 Garments
- 18400000 Special clothing and accessories
- 18800000 Footwear
- 33141620 Medical kits
- 33141623 First-aid boxes
- 33000000 Medical equipments, pharmaceuticals and personal care products
- 33199000 Medical clothing
- 35110000 Firefighting, rescue and safety equipment
- 35810000 Individual equipment
- 18143000 Protective gear
- 30200000 Computer equipment and supplies
- 30125100 Toner cartridges
- 30234000 Storage media
- 30237200 Computer accessories
- 30237300 Computer supplies
- 48000000 Software package and information systems
- 72268000 Software supply services
- 39000000 Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and

#### cleaning products

- 39100000 Furniture
- 39130000 Office furniture
- 39134000 Computer furniture
- 39140000 Domestic furniture
- 39141000 Kitchen furniture and equipment
- 39150000 Miscellaneous furniture and equipment
- 39160000 School furniture
- 30191000 Office equipment except furniture
- 30197000 Small office equipment
- 90500000 Refuse and waste related services
- 90511400 Paper collecting services
- 90510000 Refuse disposal and treatment
- 90514000 Refuse recycling services
- 33182100 Defibrillator

#### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

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

Lot 1 of the Framework Agreement is for complete office and business solutions covering a wide range of office associated products including but not limited to;

Envelopes, Postal, Packaging, General Office Stationery, Books and Pads, Document Presentation, Business machines, Paper, Labels Signage Identification, Filing and Storage, Reception, Office and Personal, Furniture and Meeting Room Equipment, Writing and Correction, Cleaning and Hygiene including machinery purchase and rental, Diaries and Planners, IT and Environment, Catering, PPE and Safety, Signage, First Aid including Medical testing kits and accessories, Postage, Inks and Toners, Shredding and recycling services, Associated servicing, maintenance, hire and rental services.

It is PfH's intention to award places on the framework to 4 suppliers, however we reserve the right to award a greater of fewer number of places depending on the bids received.

The successful suppliers will be expected to provide a national service covering all parts of the UK.

#### II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Quality criterion - Name: Sustainability / Weighting: 10

Price - Weighting: 50

#### II.2.6) Estimated value

Value excluding VAT: £25,000,000

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

**Duration in months** 

36

This contract is subject to renewal

Yes

Description of renewals

The Framework Agreement will initially be awarded for a 3 year period, but may be extended for a further 12 months at PfH's discretion.

#### 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

# Section III. Legal, economic, financial and technical information

#### III.1) Conditions for participation

# III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As set out in the procurement documentation

#### 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

#### III.2) Conditions related to the contract

#### III.2.2) Contract performance conditions

As set out 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

Envisaged maximum number of participants to the framework agreement: 5

#### 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.2.1) Previous publication concerning this procedure

Notice number: <u>2021/S 000-000338</u>

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

Date

7 May 2021

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: 3 (from the date stated for receipt of tender)

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

Date

7 May 2021

Local time

12:00pm

# **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

This Framework may be used by any contracting authority listed in or referred to in the FTS Notice. This includes: All current members of PfH at the time of the FTS notice for this procurement; Any registered provider of social housing (or Welsh registered social landlord, or Scottish registered social registered social landlord) that becomes a member of PfH during the period of the Framework Agreement; Any public authority (as defined in the Freedom of Information Act 2000 for public authorities in England, Wales, Northern Ireland and UK-wide public authorities based in Scotland, or as defined in the Freedom of Information (Scotland) Act 2002 for Scottish public authorities) that becomes a member of PfH at any time during the period of the Framework Agreement; Any local authority (as defined in the Local Government Act 1972 for public authorities in England and Wales or as defined in the Local Government (Scotland) Act 1973 for Scottish local authorities or as defined in the Local Government Act (Northern Ireland) 1972 for local authorities in Northern Ireland) that becomes a member of PfH at any time during the period of the Framework Agreement; Any housing Arm's Length Management Organisation (ALMO) that becomes a member of PfH during the period of the Framework Agreement; Any wholly owned subsidiaries of any of the above Organisations and any other contracting authority listed on the following page of the PfH website

http://procurementforhousing.co.uk/permissible-users/ at the time of the FTS notice for this procurement.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at <a href="https://www.mytenders.co.uk/Search/Se

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

## https://www.mytenders.co.uk/sitehelp/help\_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:222472)

## VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

Cabinet Office

London

Email

publicprocurementreview@cabinetoffice.gov.uk

Telephone

+44 3450103503

Country

**United Kingdom** 

Internet address

https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit