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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](mailto: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](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](http://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](http://www.mytenders.co.uk)

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

General public services

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**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 or 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

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## **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

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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: 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: [2021/S 000-000338](#)

### **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

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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**

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/missible-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

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=222472](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=222472).

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](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](mailto: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>