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Tender

## **HCC 06/21- Framework Agreement for the Supply of Cut Paper and Card and Whitebox/Generic Brand Copier Paper**

HertsFullstop Ltd

F02: Contract notice

Notice identifier: 2021/S 000-014855

Procurement identifier (OCID): ocds-h6vhtk-02c17a

Published 29 June 2021, 4:00pm

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

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

HertsFullstop 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

<http://www.hertfordshire.gov.uk>

Buyer's address

<http://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 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

HCC 06/21- Framework Agreement for the Supply of Cut Paper and Card and Whitebox/Generic Brand Copier Paper

Reference number

HCC2012361

#### II.1.2) Main CPV code

- 30197630 - Printing paper

#### 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 Cut Paper and Card. Further information with regards 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: £7,600,000

#### 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**

Photocopying/Printer Papers

Lot No

One

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

- 30197643 - Photocopier paper

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

NUTS codes

- UKH23 - Hertfordshire

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

Photocopying/Printer PapersItem 1: General everyday office papersItem 2: Higher spec papersItem 3: Recycled papers

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

Price

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

Value excluding VAT: £562,000

### **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: Yes

Description of options

The Framework will be reviewed at the end of the 12 month core period and can be extended at the discretion of the Council

### **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**

Tints 80 G S M (Pastels, Mid, Deep and Neon)

Lot No

Two

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

- 30197630 - Printing paper

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

NUTS codes

- UKH23 - Hertfordshire

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

Tints 80 GSM (Pastels, Mid, Deep and Neon)- Item 4a: Pastels, Mid, Deep and Neon  
Item 4b: Rainbow Colours

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

Price

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

Value excluding VAT: £410,000

## **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: Yes

Description of options

The Framework will be reviewed at the end of the 12 month core period and can be extended at the discretion of the Council

## **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**

Tints 160 GSM (Pastels, Mid & Deep + White)

Lot No

Three

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

- 30197630 - Printing paper

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

NUTS codes

- UKH23 - Hertfordshire

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

Tints 160 GSM (Pastels, Mid & Deep + White)-Item 5: Pastels, Mid & Deep + White

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

Price

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

Value excluding VAT: £380,000

### **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: Yes

Description of options

The Framework will be reviewed at the end of the 12 month core period and can be extended at the discretion of the Council

### **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**

Whitebox/Generic Brand Copier Paper

Lot No

Four

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

- 30197643 - Photocopier paper

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

NUTS codes

- UKH23 - Hertfordshire

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

Whitebox/Generic Brand Copier Paper-Item 6: Whitebox/Generic Brand Copier Paper

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

Price

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

Value excluding VAT: £6,200,000



### **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: Yes

Description of options

The Framework will be reviewed at the end of the 12 month core period and can be extended at the discretion of the Council

### **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**

HCC 06/21- Framework Agreement for the Supply of Cut Paper & Card and Whitebox/Generic Brand Copier Paper

Lot No

Zero

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

- 30197630 - Printing paper

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertfordshire County Council 'The Council' - wishes to procure a Framework Agreement for the supply of Cut Paper and Card (A4 and A3) and Whitebox/Generic Brand Copier Paper. (hereinafter referred to as 'Goods') and is seeking suitably qualified Contractors to supply the Goods under any Agreement resulting from this tendering exercise. A comprehensive list of the Goods required is given in the Specification attached to this project. The requirement covers Cut Paper and Card and Whitebox/Generic Brand Copier Paper to be delivered in bulk drops to the central stores of the Contracting Authority. There may be a requirement for orders placed by the contracting authority to be delivered directly to the end user, to various locations throughout mainland U.K. The Framework Agreement will consist of the following Lots: Lot 1- Photocopying/Printer Papers. Lot 2- 80 G S M Tints (Pastels, Mid, Deep and Neon) Lot 3- 160 G S M Tints (Pastels, Mid and Deep) and White Lot 4- Whitebox/Generic Brand Copier Paper. The estimated total value of the Framework Agreement is stated in II.1.5) of this notice and is for the initial term inclusive of the approximate value for extensions, together with the Call-Off Contracts. For the avoidance of doubt, the estimated annual value of the Contract will be approximately GBP 1,900,000.00. The Framework Agreement will be awarded for an initial term of 1 year, with the option to extend the Framework Agreement up to 3 further 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 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 Goods 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

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

Duration in months

24

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: Yes

Description of options

The Framework will be reviewed at the end of the 12 month core period and can be extended at the discretion of the Council

#### **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.1.2) Economic and financial standing**

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

Minimum level(s) of standards possibly required

Tenderers must have both ISO 9001 & ISO 14001 in order to be considered.

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

Minimum level(s) of standards possibly required

Tenderers must have both ISO 9001 & ISO 14001 in order to be considered.

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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 a single operator

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

The Framework will 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

2 August 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

2 August 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.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. 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

WC2A 2LL

Country

United Kingdom

### **VI.4.2) Body responsible for mediation procedures**

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

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 Contract/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

Welwyn Garden City

SG13 8DE

Country

United Kingdom