

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/016353-2024>

Tender

## **Aroma Cups and Accessories**

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

F02: Contract notice

Notice identifier: 2024/S 000-016353

Procurement identifier (OCID): ocds-h6vhtk-045438

Published 23 May 2024, 3:20pm

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

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

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

4-5 Charnwood Court,, Heol Billingsley, Parc Nantgarw

Cardiff

CF15 7QZ

#### **Contact**

Lily Prance

#### **Email**

[lily.prance@wales.nhs.uk](mailto:lily.prance@wales.nhs.uk)

#### **Country**

United Kingdom

## **NUTS code**

UK - United Kingdom

## **Internet address(es)**

Main address

<http://nwssp.nhs.wales/ourservices/procurement-services/>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0221](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0221)

## **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

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

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

Body governed by public law

## **I.5) Main activity**

Health

---

## **Section II: Object**

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

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

Aroma Cups and Accessories

Reference number

CAV-OJEU-PROJECT\_56191

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

- 39310000 - Catering equipment

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

Supplies

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

The Cardiff and Vale University Health Board (the Health Board) is seeking proposals from suppliers for the provision of disposable coffee cups to be used across its facilities. The purpose of this tender is to select a supplier who can meet the Health Board's requirements for sustainable, high-quality disposable coffee cups.

Scope:

The selected supplier shall provide disposable coffee cups of various sizes and designs suitable for use in the Health Board's coffee shops and other designated areas. The scope of work includes but is not limited to:

Supplying disposable coffee cups in bulk quantities as per the Health Board's requirements.

Ensuring that the coffee cups meet all relevant health and safety standards.

Providing options for eco-friendly and sustainable coffee cup materials.

Offering customisation options for branding or labeling on the coffee cups if required.

Assisting with the disposal or recycling of used coffee cups in an environmentally responsible manner.

#### Technical Specification:

The disposable coffee cups must be leak-proof and suitable for both hot and cold beverages.

Cups should be made from sustainable materials such as biodegradable paper or compostable PLA (Polylactic Acid).

Capacity options should range from small (6 oz) to large (16 oz) to accommodate different serving sizes.

Designs should be aesthetically pleasing and consistent with the Health Board's branding guidelines of the outlet Aroma.

Lids compatible with the cups should be provided to prevent spillage and maintain beverage temperature.

#### Delivery and Distribution:

The supplier should offer timely delivery of the disposable coffee cups to various locations within the Health Board's premises.

Distribution logistics should be efficient to ensure adequate stock levels are maintained at all times.

#### Quality Assurance:

The supplier must guarantee the quality and integrity of the disposable coffee cups supplied.

Regular quality checks should be conducted to ensure consistency in material, construction, and performance.

Any defects or issues with the coffee cups should be promptly addressed and resolved by the supplier.

#### Environmental Consideration:

Preference will be given to suppliers who offer environmentally friendly options and demonstrate a commitment to sustainability.

Suppliers should provide information on the environmental impact of their products and any initiatives to reduce carbon footprint.

#### Evaluation Criteria:

Proposals will be evaluated based on factors such as product quality, sustainability, pricing, delivery capabilities, and supplier reliability.

The Health Board reserves the right to conduct site visits, request samples, or seek clarification on any aspect of the proposals before making a final decision.

### **II.1.5) Estimated total value**

Value excluding VAT: £400,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

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

- 39220000 - Kitchen equipment, household and domestic items and catering supplies
- 39222000 - Catering supplies
- 39222100 - Disposable catering supplies
- 39310000 - Catering equipment
- 39311000 - Light catering equipment
- 55500000 - Canteen and catering services
- 55520000 - Catering services

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

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

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

Please note additional information on this procurement:

1. The Contracting Authority reserves the right to award the contract in whole, in part or

annul the

tendering process and not award any contract.

2. Bidders should note that they will be required to enter into terms and conditions of contract as

set out in the ITT and that save for matters of clarification or consistency the Contracting Authority

will not negotiate the terms.

3. The Contracting Authority will not accept completed ITT's after the stated closing date.

4. All documents to be priced (where applicable) in sterling and all payments made in sterling.

5. All tender costs and liabilities incurred by bidders shall be the sole responsibility of the bidders.

6. Prospective suppliers should note that NHS Shared Services Partnership - Procurement Services is

acting on behalf of Cardiff and Vale University Local Health Board.

7. Bidders wishing to participate should contact [Andrew.Pritchard@wales.nhs.uk](mailto:Andrew.Pritchard@wales.nhs.uk) & [Iliass.dadda@wales.nhs.uk](mailto:Iliass.dadda@wales.nhs.uk)

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

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

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

Start date

1 September 2024

End date

31 August 2027

This contract is subject to renewal

Yes

Description of renewals

Two year extension option - 1st September 2027 to 31st August 2029

#### **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 IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **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: [2024/S 000-013041](#)

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

Date

24 June 2024

Local time

4:00pm

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

English

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

Date

24 June 2024

Local time

4:00pm



---

## **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**

Please note additional information on this procurement:

1. The Contracting Authority reserves the right to award the contract in whole, in part or annul the tendering process and not award any contract.
2. Bidders should note that they will be required to enter into terms and conditions of contract asset out in the ITT and that save for matters of clarification or consistency the Contracting Authority will not negotiate the terms.
3. The Contracting Authority will not accept completed ITT's after the stated closing date.
4. All documents to be priced (where applicable) in sterling and all payments made in sterling.
5. All tender costs and liabilities incurred by bidders shall be the sole responsibility of the bidders.
6. Prospective suppliers should note that NHS Shared Services Partnership - Procurement Services is acting on behalf of Cardiff and Vale University Local Health Board.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at

[https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=141638](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=141638)

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and

environmental considerations. The Community Benefits included in this contract are:

- Well-being of Future Generations (Wales) Act 2015
- Foundational Economy
- Carbon Reduction

(WA Ref:141638)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom