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Tender

## **Invitation to Tender to Provide Food Parcels and Other Sundry Items to Norfolk Residents**

Norfolk County Council

F02: Contract notice

Notice identifier: 2023/S 000-017235

Procurement identifier (OCID): ocids-h6vhtk-03d729

Published 16 June 2023, 3:58pm

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

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

Norfolk County Council

County Hall, Martineau Lane

Norwich

NR1 2DH

#### **Email**

[sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKH15 - Norwich and East Norfolk

#### **Internet address(es)**

Main address

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

Buyer's address

<https://in-tendhost.co.uk/norfolkcc.aspx/Home>

### **I.3) Communication**

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

<https://in-tendhost.co.uk/norfolkcc.aspx/Home>

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**

Invitation to Tender to Provide Food Parcels and Other Sundry Items to Norfolk Residents

Reference number

NCCT42743

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

- 15897300 - Food parcels

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

Supplies

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

The Norfolk Assistance Scheme (NAS) is a Local Welfare Scheme currently funded with round 4 of the DWP Hardship Support Fund and internal funding from Norfolk County Council. A Local Welfare Scheme has been in operation in Norfolk since 2013. In March 2020 at the beginning of pandemic NAS commenced providing food boxes and other sundry items – this model has continued as a provision during the Cost of Living Crisis to support those in the Norfolk Community suffering food poverty and to divert traffic from the local food banks. Please note: Norfolk County Council is not guaranteeing how many boxes it will need to procure, this is an as and when requirement dependent on need. Currently the Council is spending circa £30,000 (excluding VAT) per month on food parcels, other sundry items and delivery but there is no guarantee that it will continue at this level of spend.

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

Value excluding VAT: £1,500,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 15897300 - Food parcels

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

NUTS codes

- UKH17 - Breckland and South Norfolk
- UKH16 - North and West Norfolk
- UKH15 - Norwich and East Norfolk

Main site or place of performance

Norfolk

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

The Norfolk Assistance Scheme (NAS) is a Local Welfare Scheme currently funded with round 4 of the DWP Hardship Support Fund and internal funding from Norfolk County Council. A Local Welfare Scheme has been in operation in Norfolk since 2013. In March 2020 at the beginning of pandemic NAS commenced providing food boxes – this model has continued as a provision during the Cost of Living Crisis to support those in the Norfolk Community suffering food poverty and to divert traffic from the local food banks. Full details of what is required is contained within the specification. This contract will run until the end of March 2024. If funding is received for the year 2024/25 then the contract can be extended for a further year with the right for the Council to extend by a further year after that. Please note: Norfolk County Council is not guaranteeing how many boxes it will need to procure, this is an as and when requirement dependent on need.

### **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**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Contract may be extended by up to 12 months at the Council's discretion and then by a further 12 months at the Council'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.2.14) Additional information**

The value of the contract included within this notice is an estimate only. The boxes will be ordered by Norfolk County Council dependent on need and therefore the Council is not committing to a volume that will be needed.

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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.1.8) 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

17 July 2023

Local time

10:00am

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

English

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

Date

17 July 2023

Local time

10:00am

Place

Norfolk

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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 procurement will be managed electronically via the Council's e-procurement system. To participate in this procurement, applicants must first be registered on the system at <https://in-tendhost.co.uk/norfolkcc>. Full instructions for registration and use of the system can be found at <https://in-tendhost.co.uk/norfolkcc.aspx/BuyerProfiles>. Once registered you will be able to see the procurement project under the `tenders` section and `express an interest` to view the documentation. If you encounter any difficulties whilst using the system you can contact the In-tend support team by phoning +44 8442728810 or e-mailing [support@in-tend.co.uk](mailto:support@in-tend.co.uk).

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

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

Norfolk County Council

County Hall, Martineau Lane

Norwich

NR1 2DH

Country

United Kingdom

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

Norfolk County Council

County Hall, Martineau Lane

Norwich

NR1` 2DH

Email

[sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk)

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Lodging of appeals: The Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern EN Standard form 02 - Contract notice 12 / 19 Ireland). Proceedings must be brought within 30 days from the date of knowledge (the date on which the economic operator first knew or ought to have known that grounds for starting the proceedings had arisen) unless the Court considers that there is good reason for extending the period within which proceedings may be brought, in which case the Court may extend that period up to a maximum of 3 months from the date of knowledge.

### **VI.4.4) Service from which information about the review procedure may be obtained**

Norfolk County Council

County Hall, Martineau Lane

Norwich

NR1 2DH

Email

[sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk)

Country

United Kingdom



