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Planning

## **Pre- Market Engagement - Supply and Delivery of Homeware and Home Appliance Bundles**

Northern Ireland Housing Executive

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-021096

Procurement identifier (OCID): ocids-h6vhtk-047c4e

Published 10 July 2024, 2:42pm

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

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

Northern Ireland Housing Executive

2 Adelaide Street

Belfast

BT2 8BP

#### **Email**

[patrice.mcmahon@nihe.gov.uk](mailto:patrice.mcmahon@nihe.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

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

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

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

Additional information can be obtained from the above-mentioned address

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

Body governed by public law

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

Housing and community amenities

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## **Section II: Object**

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

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

Pre- Market Engagement - Supply and Delivery of Homeware and Home Appliance Bundles

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

- 39510000 - Textile household articles

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

Supplies

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

The Northern Ireland Housing Executive (NIHE) may require the Supply and Delivery of Homeware and Home Appliance Bundles packs (which will be referred to as Tenancy Starter Packs) to NIHE tenants. The NIHE wishes to establish the level of market interest in participating in

the procurement process.

The objectives of this exercise are to:

- Gain an updated insight into the market capacity and potential innovative solutions and approaches;
- Gain an understanding of supplier awareness, engagement and opinions;
- Understand risks and issues;
- Identify barriers to participation.

As a caring and responsible social landlord, the NIHE's Landlord Housing Services seek to offer our new tenants more than just a property by providing them with access to practical resources they need to set up their tenancy and make a lasting home. The NIHE is therefore considering the provision of the Supply and Delivery of Tenancy Starter Packs for its new tenants who have experienced homelessness (and a small number of existing tenants by exception). Over and above this baseline requirement, we may require any resulting contract to have flexibility/scalability in capacity such that other divisions within our organisation

concerned with providing support within the homelessness sector can also avail of the provision for other service users - subject to funding availability.

Packs may contain a number of practical, essential household items including;

- Small electrical goods e.g. kettle, microwave.
- Bedding and towels.
- Crockery and cutlery.
- Cleaning items e.g. mop and bucket, dishcloths.
- Energy Saving items

Only suppliers who can provide all of the products listed in section II.2.4 below should register their interest.

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKN - Northern Ireland

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

NIHE are interested in engaging with contractors who can supply and deliver Tenancy Starter Packs as described below.

Scale of the proposed requirement

The estimated number of households rehoused by the NIHE, and eligible for a Tenancy Starter Pack per our criteria, is circa 2,000 – 4,000 households per annum.

Description of Pack Contents

Below is a list of the contents which may be included in the proposed Tenancy Starter Packs. These will be required to comply with all relevant product safety regulations.

Electrical Goods:

- Microwave
- Slow Cooker
- Airfryer
- Kettle
- Toaster
- Iron

Bedding:

- Double Duvet
- Double Duvet Cover set
- Double Mattress Protector
- Single Duvet
- Single Duvet Cover Set
- Fitted Sheets
- Pillows

Cooking/Dining

- Drinking Glasses
- Cutlery Set
- Dinner (Crocery) Set
- Saucepan/ Pan Set
- Kitchen Utensil Set

Cleaning and Miscellaneous

- Ironing Board & cover
- Mop & Bucket
- Light Bulbs
- Dustpan & Brush
- Tea Towels
- Dish Cloths
- Bath Towel
- Hand Towel
- Sweeping brush
- Digital Hygrometer Dehumidifiers (disposable)

#### Energy Saving:

- Window Draught Excluder Tape Roll
- Cushioned Draught Excluder for door
- Clothes Horse/ Airer
- Electric Throw Blanket

#### Mechanism for receiving/ tracking pack referrals

The contractor may be required to provide a secure online referral form/system/platform that may enable NIHE to notify the Contractor of each Tenancy Starter Pack requirement.

Ideally this form/system/platform must licence/ allow access by up to 1,000 members of NIHE staff at any given time throughout the lifetime of the contract.

Ideally the form/system/platform should be able to collect sufficient detail to enable; identification of the referral source, some minimal tailoring of the referral (e.g. number of bedding bundles), as well as the robust, automated checking of eligibility criteria, including that a tenant cannot receive a tenancy starter pack more than once without this being flagged for exceptional approval.

This form/system/platform may be linked to the Contractor's invoicing system but please note that it will not be linked to the NIHE's payments system.

#### Delivery:

Delivery addresses may be tenants' homes throughout Northern Ireland. Each address will be provided at the point of referral.

The contractor may be required to provide 3 delivery time scales; routine, urgent and emergency.

#### Routine (circa 85% of referrals for a Tenancy Starter Pack)

- Routine requests shall allow the Contractor more than 48 hours' notice prior to the expected delivery day/time.
- The Contractor may offer morning, afternoon and evening delivery slots (between 8am and 10pm) on a nominated day between Monday and Friday.

#### Urgent (circa 10% of referrals for a Tenancy Starter Pack)

- The referral may be submitted to the Contractor before 10pm on the day before the expected delivery.
- The Contractor may be required to provide next day delivery between 8am and 10pm, Monday – Saturday.

#### Emergency (circa 5% of referrals for a Tenancy Starter Pack)

- The referral may be submitted to the Contractor before 4pm on the day of the expected delivery. Emergency referrals may not take place on weekends.
- The Contractor may be required to provide same day delivery before 10pm on the day that the referral is submitted.

The selected delivery timescale and date/ timeslot (if applicable) may be based on what has been advised is suitable by the tenant. It may be the responsibility of the Contractor to confirm delivery with the tenant using the contact information provided as part of the referral, to ensure that they are present at the property to accept the delivery.

The tenant or a member of their household over the age of 18, must be present to accept the delivery.

If there is no access or no appropriate person is available to accept the Tenancy Starter Pack

(failed delivery), the Contractor may be required to attempt to rearrange the delivery. They may be required to attempt to contact the tenant to rearrange delivery a minimum of two times – at least once per day on two consecutive days. A record of attempts may be required and kept by the Contractor. If the Contractor is unable to reestablish contact, the referral may be cancelled. If a second arranged attempt to deliver results in failed delivery, the referral may be cancelled by the Contractor.

If your organisation possesses the capability and expertise to provide the required service and you would like to register your interest,

please e-mail your company's interest to [patrice.mcmahon@nihe.gov.uk](mailto:patrice.mcmahon@nihe.gov.uk) by 3pm UK time on Wednesday 24 July 2024 giving your contact details i.e. name, job title, email address and contact telephone number. Please ensure only one representative from your organisation registers interest.

NIHE may wish to follow up with the interested suppliers to seek further information.

## **II.2.14) Additional information**

The information contained in this notice, including (but not limited to) the description and classification of the requirements, CPV codes, and the estimated date of publication of contract notice, is indicative only and NIHE reserves the right to amend it at any time without notice. NIHE shall not be liable for any costs, expenses or liabilities incurred by those participating in this notice in any way.

## **II.3) Estimated date of publication of contract notice**

2 September 2024

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## **Section IV. Procedure**

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

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes



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## **Section VI. Complementary information**

### **VI.3) Additional information**

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