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Tender

## **HCC08/23- Framework Agreement For The Supply of Art and Craft Materials, Art Papers, and Adhesives**

Herts Fullstop Ltd

F02: Contract notice

Notice identifier: 2023/S 000-022325

Procurement identifier (OCID): ocds-h6vhtk-03ec0c

Published 1 August 2023, 1:32pm

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

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

Herts Fullstop 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

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

Buyer's address

[www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

**I.3) Communication**

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

[www.supplyhertfordshire.uk](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

HCC08/23- Framework Agreement For The Supply of Art and Craft Materials, Art Papers, and Adhesives

Reference number

HCC2314568

#### II.1.2) Main CPV code

- 37800000 - Handicraft and art supplies

#### 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 art and craft materials, art paper and adhesives. Further information in regard 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: £8,772,000

#### 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**

Framework Agreement For The Supply of Art & Craft Materials, Art Papers, and Adhesives

Lot No

HCC2314568

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

- 37800000 - Handicraft and art supplies
- 37823600 - Drawing paper
- 37820000 - Art supplies
- 37823500 - Art and craft paper
- 24911200 - Adhesives

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

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

Hertfordshire and Hampshire

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

The Contracting Authority, acting on behalf of the Participating Authorities is leading on the procurement process to establish a Framework Agreement for the supply of art and craft materials, art papers and adhesives (herein after referred to as 'Goods'), and is seeking suitably qualified Contractor(s) to supply the Goods and any related services under any agreement resulting from this tendering exercise. Details of the Goods required under this Agreement are given in the separate excel spreadsheet HCC2314568-Pricing Schedule. The requirement is for delivery of the Goods in bulk drops to the Participating Authority's central stores. The method of delivery and palletisation will be as stated in Sections 10-13 of this specification. The requirement is split into four lots: - Lot 1: Craft Materials- Lot 2: Glitter,

Sand and Sequins - Lot 3: Art Paper - Lot 4: Adhesives The Lots will be awarded on a line-by-line basis, meaning there is no requirement to bid on every item listed on HCC2314568 – Pricing Schedule. It is the intention of the Contracting Authority to award each line to a maximum of three (3) contractors per line who scores the highest across the award criteria and weighting described in the Instructions to Tenderer's documentation. Orders will be placed to the first ranked contractor, In the event the first ranked contractor is unable to fulfil the order, the Council shall repeat this exercise with the next ranked contractor and shall continue in this way until the Council identifies a contractor to whom the order may be issued. Samples or Colour Swatches are required for this tender opportunity for all goods the contractor bids for; full details of this requirement are outlined in section 23 of the specification. The Council reserves the right to request further samples during the procurement process, such as evaluation stage, if required. Requests for samples will be made via the Supply Hertfordshire portal. Further samples may be requested by the Contracting Authority throughout the term of the Framework. Requests for further samples will be made via the Framework Contract Manager. The anticipated total annual joint expenditure across the Participating Authorities on these Goods is presently circa GBP 2,193,000 per annum. The estimated annual spend by each Participating Authority can be broken down as follows: Hampshire County Council GBP 887,000 Hertfordshire County Council GBP 1,306,000 The estimated total value of the Framework Agreement is stated in II.1.5) of this notice and is for the four-year term, together with the Individual Orders and their possible durations. It is anticipated that the term of the Individual Orders awarded under this Framework Agreement could be up to 4 years. For the avoidance of doubt, the estimated total value of the Framework Agreement could be up to GBP 8,772,000. The Framework Agreement may be awarded for a period of up to Four (4) years, unless terminated in accordance with the provisions of the Framework Agreement Please note that the requirements of the Framework Agreement will be subject to available financial resources, supplier performance and flexibility to meet changing demands. In addition, 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 Services 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**

Quality criterion - Name: Quality / Weighting: 20%

Price - Weighting: 80%

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

Value excluding VAT: £8,772,000

### **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: 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**

Craft Materials

Lot No

One

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

- 37800000 - Handicraft and art supplies

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

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

Hertfordshire and Hampshire

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

The Lots will be awarded on a line-by-line basis, meaning there is no requirement to bid on every item listed on HCC2314568 – Pricing Schedule. It is the intention of the Contracting Authority to award each line to a maximum of three (3) contractors per line who scores the highest across the award criteria and weighting described in the Instructions to Tenderer's documentation. Orders will be placed to the first ranked contractor, In the event the first ranked contractor is unable to fulfil the order, the Council shall repeat this exercise with the next ranked contractor and shall continue in this way until the Council identifies a contractor to whom the order may be issued

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

Quality criterion - Name: Quality / Weighting: 20%

Price - Weighting: 80%

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

Value excluding VAT: £8,772,000

#### **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: 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**

Glitter, Sand and Sequins

Lot No

Two

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

- 37800000 - Handicraft and art supplies

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

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

Hertfordshire and Hampshire

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

The Lots will be awarded on a line-by-line basis, meaning there is no requirement to bid on every item listed on HCC2314568 – Pricing Schedule. It is the intention of the Contracting Authority to award each line to a maximum of three (3) contractors per line who scores the highest across the award criteria and weighting described in the Instructions to Tenderer's documentation. Orders will be placed to the first ranked contractor, In the event the first ranked contractor is unable to fulfil the order, the Council shall repeat this exercise with the next ranked contractor and shall continue in this way until the Council identifies a contractor to whom the order may be issued.

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



Quality criterion - Name: Quality / Weighting: 20%

Price - Weighting: 80%

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

Value excluding VAT: £8,772,000

### **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: 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**

Art Paper

Lot No

Three

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

- 37823500 - Art and craft paper

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

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

Hertfordshire and Hampshire

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

The Lots will be awarded on a line-by-line basis, meaning there is no requirement to bid on every item listed on HCC2314568 – Pricing Schedule. It is the intention of the Contracting Authority to award each line to a maximum of three (3) contractors per line who scores the highest across the award criteria and weighting described in the Instructions to Tenderer's documentation. Orders will be placed to the first ranked contractor, In the event the first ranked contractor is unable to fulfil the order, the Council shall repeat this exercise with the next ranked contractor and shall continue in this way until the Council identifies a contractor to whom the order may be issued.

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

Quality criterion - Name: Quality / Weighting: 20%

Price - Weighting: 80%

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

Value excluding VAT: £8,772,000

### **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: 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**

Adhesives

Lot No

Four

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

- 24911200 - Adhesives

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

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

Hertfordshire and Hampshire

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

The Lots will be awarded on a line-by-line basis, meaning there is no requirement to bid on every item listed on HCC2314568 – Pricing Schedule. It is the intention of the Contracting Authority to award each line to a maximum of three (3) contractors per line who scores the highest across the award criteria and weighting described in the Instructions to Tenderer's

documentation. Orders will be placed to the first ranked contractor, In the event the first ranked contractor is unable to fulfil the order, the Council shall repeat this exercise with the next ranked contractor and shall continue in this way until the Council identifies a contractor to whom the order may be issued.

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

Quality criterion - Name: Quality / Weighting: 20%

Price - Weighting: 80%

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

Value excluding VAT: £8,772,000

### **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: 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.1.2) 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.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

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

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

4 September 2023

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

4 September 2023

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**

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. In accordance with Regulation 53 of The Public Contracts Regulations 2015, the Council's procurement documents are available within the e-Tendering system. 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

Telephone

+44 20794760000

Country

United Kingdom

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 20794760000

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 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, Hertford,

SG13 8DE

Country

United Kingdom