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Tender

HCC - Sept 22 - The Provision of a Framework Agreement for the Supply of Whiteboards, Noticeboards and Associated Equipment

Hertfordshire County Council

F02: Contract notice

Notice identifier: 2022/S 000-027370

Procurement identifier (OCID): ocids-h6vhtk-037180

Published 29 September 2022, 3:43pm

Section I: Contracting authority

I.1) Name and addresses

Hertfordshire County Council

Pegs Lane

HERTFORD

SG13 8DE

Contact

Strategic Procurement Group

Email

strategic.procurement@hertfordshire.gov.uk

Country

United Kingdom

NUTS code

UKH23 - Hertfordshire

Internet address(es)

Main address

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

Buyer's address

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

HCC - Sept 22 - The Provision of a Framework Agreement for the Supply of Whiteboards, Noticeboards and Associated Equipment

Reference number

HCC2213871

II.1.2) Main CPV code

- 30195900 - Whiteboards and magnetic boards

II.1.3) Type of contract

Supplies

II.1.4) Short description

Hertfordshire County Council is currently out to procurement for the Provision of a Framework Agreement for the Supply of Whiteboards, Noticeboards and Associated Equipment. Further information regarding this opportunity can be found in II.2.4 and VI.3 below. 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 below for further information. To be considered as a Bidder you must complete and submit a Bid by the deadline of 12:00 Noon on 31.10.2022. 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. Please allow sufficient time to make your return as late returns will not be permitted by the system.

II.1.5) Estimated total value

Value excluding VAT: £3,000,000

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

Whiteboards, Noticeboards and Display

Lot No

Lot 1

II.2.2) Additional CPV code(s)

- 30195900 - Whiteboards and magnetic boards
- 30195912 - Whiteboard easels
- 30195910 - Whiteboards
- 39171000 - Display cases
- 30192170 - Notice boards

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

II.2.4) Description of the procurement

The estimated values stated in II.1.5 and II.2.6 are for the Framework Agreement period inclusive of the approximate value for extension. The Framework Agreement Period for this Framework Agreement is an initial period of two (2) years unless terminated in accordance with the provision of this Agreement or extended at the sole discretion of the Council for up to two (2) years on a year-by-year basis by giving at least six (6) months' prior notice in writing, therefore, the maximum duration of this Agreement is 4 years. This national contract is open for all UK public sector organisations subject to the agreement of the Contracting Authority and completion of the Access Agreement provided in Schedule 7 of the Agreement. Regions in England: Reference may be made to the 9 highest tier of Regions:- East Midlands, West Midlands; East of England; South East; South West; North West; North East; Yorkshire and Humber; London, or to individual administering Councils, listed in the below

link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7448/1622442.pdf

Northern Ireland: Administered across 26 Districts of Northern Ireland as listed in this link: <http://www.nidirect.gov.uk/local-councils-in-northern-ireland>

Scotland: Administered across 32 Council areas as listed in this link:

<http://www.gov.scot/Publications/2012/02/2421/1> Wales: Administered across 22 Council areas: <http://gov.wales/topics/localgovernment/unitary-authorities/?lang=en> Local Authority Councils: County, Unitary, District, Borough, and Metropolitan Councils (Parish and Community Councils are also permissible users) - please refer to the links in the relevant Sections above entitled: Regions in England; Northern Ireland; Scotland; Wales. Educational Establishments: Nursery School, Primary School, Middle or High School, Secondary School, Academy, Special School, Pupil Referral Unit (PRU), Further Education College, University. Schools in England <https://www.gov.uk/find-school-in-england> Scottish Schools Online <http://www.educationscotland.gov.uk/scottishschoolsonline/Schools> in Wales <http://hwb.wales.gov.uk/Schools> Database Northern Ireland <http://apps.deni.gov.uk/appinstitutes/instmain.aspx> Academies - <https://www.gov.uk/government/publications/open-academies-and-academy-projects-in-development> Universities and Colleges <http://unistats.direct.gov.uk/institutions/Police>, Fire and Rescue and Maritime and Coastguard Agency Emergency Services: <http://www.police.uk/forces.htm> <http://www.psni.police.uk/index.htm> <http://www.gov.scot/Topics/archive/law-order/Police/PoliceServiceofScotland> <http://www.fire.org.uk/fire-brigades.htm> <http://www.nifrs.org/areas-districts/> <http://www.mcga.gov.uk/c4mca/mcga07-home.htm> <http://www.firescotland.gov.uk/your-area.aspx> NHS Bodies, the HSC (Northern Ireland) and Ambulance Services: <http://www.nhs.uk/ServiceDirectories/Pages/AcuteTrustListing.aspx> <http://www.hscni.net/index.php?link=trusts> <http://www.show.scot.nhs.uk/organisations/> <http://www.scottishambulance.com/TheService/organised.aspx> <http://www.wales.nhs.uk/nhswalesaboutus/structureGovernment> Departments and Agencies - Public Sector National Classification Guide: <http://www.ons.gov.uk/ons/publications/re-reference-tables.html?edition=tcm%3A77-336664> (choose: Public Sector classification spreadsheet) Registered Charities: <http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/registerhomepage.aspx> <http://www.oscr.org.uk/> <http://www.charitycommissionni.org.uk/> Registered Social Landlords: Government-funded, not-for-profit organisations that provide affordable housing. They include housing associations, trusts and cooperatives. <http://www.communities.gov.uk/newsroom/factsandfigures/housingplanning1/facts/socialhousing/?id=1822644>

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £3,000,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

This Framework Agreement will be reviewed at the end of the Framework Agreement period.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option to extend the initial Framework Agreement period for further period(s) of up to two (2) years, at the Council's sole discretion.

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

Tenderers should be aware that due to the nature of the Supplies provided, any Framework Agreement formed as a result of this procurement process shall be executed as a deed. Tenderers should seek independent legal advice on the implications of this prior to submitting their Tender, where appropriate.

II.2) Description

II.2.1) Title

Mini Whiteboards

Lot No

Lot 2

II.2.2) Additional CPV code(s)

- 30195900 - Whiteboards and magnetic boards
- 30195912 - Whiteboard easels
- 30195910 - Whiteboards
- 39171000 - Display cases
- 30192170 - Notice boards

II.2.3) Place of performance

NUTS codes

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II.2.4) Description of the procurement

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Authority Councils: County, Unitary, District, Borough, and Metropolitan Councils (Parish

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<http://www.educationscotland.gov.uk/scottishschoolsonline/Schools> in Wales

<http://hwb.wales.gov.uk/Schools> Database Northern Ireland

<http://apps.deni.gov.uk/appinstitutes/instmain.aspx> Academies -

<https://www.gov.uk/government/publications/open-academies-and-academy-projects-in-development> Universities and Colleges <http://unistats.direct.gov.uk/institutions/Police>, Fire

and Rescue and Maritime and Coastguard Agency Emergency

Services:

<http://www.police.uk/forces.htm> <http://www.psni.police.uk/index.htm> <http://www.gov.scot/Topics/archive/law-order/Police/PoliceServiceofScotland>

<http://www.fire.org.uk/fire-brigades.htm> <http://www.nifrs.org/areas-districts/> <http://www.mcga.gov.uk/c4mca/mcga07-home.htm>

<http://www.firescotland.gov.uk/your-area.aspx> NHS Bodies, the HSC (Northern Ireland) and

Ambulance

Services:

<http://www.nhs.uk/ServiceDirectories/Pages/AcuteTrustListing.aspx> <http://www.hscni.net/index.php?link=trusts>

<http://www.show.scot.nhs.uk/organisations/> <http://www.scottishambulance.com/TheService/organised.aspx>

<http://www.wales.nhs.uk/nhswalesaboutus/structure>

[Government](http://www.wales.nhs.uk/nhswalesaboutus/structure) Departments and Agencies - Public Sector National Classification

Guide: <http://www.ons.gov.uk/ons/publications/re-reference-tables.html?edition=tcn%3A77-336664> (choose: Public Sector classification

spreadsheet)

Registered

Charities:

<http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/registerhomepage.aspx>

<http://www.oscr.org.uk/> <http://www.charitycommissionni.org.uk/> Registered Social

Landlords: Government-funded, not-for-profit organisations that provide affordable

housing. They include housing associations, trusts and

cooperatives. [http://](http://www.communities.gov.uk/newsroom/factsandfigures/housingplanning1/facts/socialhousing/?id=1822644)

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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

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

Envisaged maximum number of participants to the framework agreement: 30

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

N/A

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

31 October 2022

Local time

12:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

31 October 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

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 <https://in-tendhost.co.uk/supplyhertfordshire/asp/Home> 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. Any clarifications regarding this opportunity must be raised through Correspondence area in the eTendering system. 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 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. 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 and other participating authorities 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.

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 Framework Agreement 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