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Tender

HCC 10/23 The Supply Of Exercise Books And Exercise Papers

Hertfordshire County Council

F02: Contract notice

Notice identifier: 2023/S 000-032098

Procurement identifier (OCID): ocids-h6vhtk-04106f

Published 31 October 2023, 11:15am

Section I: Contracting authority

I.1) Name and addresses

Hertfordshire County Council

Pegs Lane

HERTFORD

SG13 8DE

Contact

Strategic Procurement Group

Email

helen.brucehoy@hertfordshire.gov.uk

Telephone

+44 01992588668

Country

United Kingdom

NUTS code

UKH23 - Hertfordshire

Internet address(es)

Main address

www.hertfordshire.gov.uk

Buyer's address

www.supplyhertfordshire.uk

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 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 10/23 The Supply Of Exercise Books And Exercise Papers

Reference number

HCC2314489

II.1.2) Main CPV code

- 22830000 - Exercise books

II.1.3) Type of contract

Supplies

II.1.4) Short description

Hertfordshire County Council (the 'Council') are currently out to procurement and leading on the procurement process to establish a Framework Agreement for the supply of Exercise books and Exercise Paper (hereinafter referred to as "Goods") and is seeking suitably qualified Contractor(s) to supply the Goods under any Agreement resulting from this tendering exercise. A list of the Goods required is given in the Specification (Schedule 1). You are invited to submit your tender for these Goods. The Council will be awarding to the top three ranked Suppliers for Lot 1 and Lot 3, and Lot 2 will be awarded line by line to the top three ranked Suppliers. 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 s

II.1.5) Estimated total value

Value excluding VAT: £10,000,000

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

Exercise Books

Lot No

Lot 1

II.2.2) Additional CPV code(s)

- 22830000 - Exercise books
- 22832000 - Exercise papers
- 22800000 - Paper or paperboard registers, account books, binders, forms and other articles of printed stationery

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

II.2.4) Description of the procurement

LOT 1 – Exercise Books Hertfordshire County Council (the 'Council') are currently out to procurement and leading on the procurement process to establish a Framework Agreement for the supply of Exercise books and Exercise Paper (hereinafter referred to as "Goods") and is seeking suitably qualified Contractor(s) to supply the Goods under any Agreement resulting from this tendering exercise. A list of the Goods required is given in the Specification (Schedule 1). You are invited to submit your tender for Exercise books. The estimated total value of the Contract is stated in II.1.5) of this notice and is for the initial term inclusive of the approximate value for extensions For the avoidance of doubt, the estimated annual value of the Contract will be approximately GBP 2,394,683.80. Contractors must bid for all lines in order to be considered. The Council shall award this Lot to the top three (3) ranked Contractors that bid on all lines. The Framework will be awarded for a period of four (4) years, with no option to extend. 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 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 procurement, any Contract 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

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: £10,000,000

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

Exercise Papers

Lot No

Lot 2

II.2.2) Additional CPV code(s)

- 22832000 - Exercise papers
- 22830000 - Exercise books
- 22800000 - Paper or paperboard registers, account books, binders, forms and other articles of printed stationery

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

II.2.4) Description of the procurement

Hertfordshire County Council (the 'Council') are currently out to procurement and leading on the procurement process to establish a Framework Agreement for the supply of Exercise books and Exercise Paper (hereinafter referred to as "Goods") and is seeking suitably qualified Contractor(s) to supply the Goods under any Agreement resulting from this tendering exercise. A list of the Goods required is given in the Specification (Schedule 1). You are invited to submit your tender for Exercise Paper. The estimated total value of the Contract is stated in II.1.5) of this notice and is for the initial term inclusive of the approximate value for extensions. For the avoidance of doubt, the estimated annual value of the Contract will be approximately GBP 75,358.70. Contractors do not have to bid on every line to be considered. The Council shall award this Lot line by line to the top three (3) ranked Contractors. The Framework will be awarded for a period of four (4) years, with no option to extend. 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 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 procurement, any Contract 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

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: £10,000,000

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

SEN Books

Lot No

Lot 3

II.2.2) Additional CPV code(s)

- 22800000 - Paper or paperboard registers, account books, binders, forms and other articles of printed stationery
- 22830000 - Exercise books
- 22832000 - Exercise papers

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

II.2.4) Description of the procurement

Hertfordshire County Council (the 'Council') are currently out to procurement and leading on the procurement process to establish a Framework Agreement for the supply of Exercise books and Exercise Paper (hereinafter referred to as "Goods") and is seeking suitably qualified Contractor(s) to supply the Goods under any Agreement resulting from this tendering exercise. A list of the Goods required is given in the Specification (Schedule 1). You are invited to submit your tender for SEN Books. The estimated total value of the Contract is stated in II.1.5) of this notice and is for the initial term inclusive of the approximate value for extensions. For the avoidance of doubt, the estimated annual value of the Contract will be approximately GBP 22,057.25. Contractors must bid for all lines in order to be considered. The Council shall awarding this Lot to the top three (3) ranked Contractors that bid on all lines. The Framework will be awarded for a period of four (4) years, with no option to extend. 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 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 procurement, any Contract 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

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: £10,000,000

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

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

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

years:

There is no option to extend beyond four (4) years.

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

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

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

Date

30 November 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

30 November 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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. The Council reserves the right at any time to cease the procurement process and not award To access this procurement opportunity please visit Supply Hertfordshire Electronic Tendering Site - Home (in-tendhost.co.uk) and follow the on-screen guidance. 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. a Contract 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 Contract. The services advertised in this notice fall under the services listed in Annex XIV to Directive 2014/24/EU of the European Parliament and of the Council and the contracting authority is not obliged to follow The Public Contracts Regulations 2015 in full. The procurement process that will apply to the services is specified in the procurement documents accordingly.

VI.4) Procedures for review

VI.4.1) Review body

High Court, Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

High Court, Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

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

Chief Legal Officer

Hertfordshire County Council

Hertford, Hertfordshire

SG13 8DE

Country

United Kingdom