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Tender

Provision of Period Products and Associated Services

Caerphilly CBC

F02: Contract notice

Notice identifier: 2023/S 000-033799

Procurement identifier (OCID): ocids-h6vhtk-041a18

Published 15 November 2023, 3:19pm

Section I: Contracting authority

I.1) Name and addresses

Caerphilly CBC

Penallta House

Hengoed

CF82 7RG

Contact

Helen Sellwood Sellwood

Email

SellwHL@caerphilly.gov.uk

Telephone

+44 1443863282

Country

United Kingdom

NUTS code

UKL16 - Gwent Valleys

Internet address(es)

Main address

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

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0272

I.3) Communication

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

<https://supplierlive.proactisp2p.com/account/login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/account/login>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://supplierlive.proactisp2p.com/account/login>

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

Provision of Period Products and Associated Services

Reference number

CCBC/PS2497/23/HS

II.1.2) Main CPV code

- 33700000 - Personal care products

II.1.3) Type of contract

Supplies

II.1.4) Short description

Caerphilly County Borough Council (the Council) has the requirement to procure period dignity products and associated services. Welsh Government (WG) has awarded funding to the council to purchase period products and associated services for individuals. The products will be purchase by the Council and distributed to individuals within, schools and the community free of charge.

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

Non-Reusable Products and Associated Services

Lot No

1

II.2.2) Additional CPV code(s)

- 33700000 - Personal care products
- 85142300 - Hygiene services
- 33771100 - Sanitary towels or tampons

II.2.3) Place of performance

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

Within the boundaries of Caerphilly County Borough Council

II.2.4) Description of the procurement

The Council wishes to establish an arrangement for the provision of ecofriendly period products that must be sustainable and environmentally/eco-friendly, including all packaging associated with the product. Lot 1 non reusable products and associated services. All products must be plastic free.

Providers must be able to provide the full requirements of the core list of products as per the tender specification

Delivery shall be to a number of various establishments within Caerphilly County Borough

The tender process is a two stage process

Stage one - Compliance pass / fail questions

Stage two - This stage will be evaluated using the Most Economically Advantageous Tender (MEAT) criterion, structured as follows: Quality 80% / cost 20%

The contract shall be awarded to one provider per lot

Full details are in the ITT

II.2.5) Award criteria

Quality criterion - Name: Tender Response / Weighting: 80

Cost criterion - Name: Price / Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £276,000

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

The contract is for an initial period of twenty four months with the option to extend for up to a further period of twenty four months extended on an annual basis

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

WG currently provide the council with funding to purchase products and services. All orders purchased off this arrangement is dependent on the actual funding recieved from WG. If the funding ceases then the Council may not be able to purchase further products. The estimated funding is for the full four years, however this may change due to supply and demand and the funding available.

II.2) Description

II.2.1) Title

Reusable Products and Associated Services

Lot No

2

II.2.2) Additional CPV code(s)

- 33700000 - Personal care products

II.2.3) Place of performance

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

Within the Boundaries of Caerphilly County Borough Council

II.2.4) Description of the procurement

The Council wishes to establish an arrangement for the provision of ecofriendly period products that must be sustainable and environmentally/eco-friendly, including all packaging associated with the product. Lot 2 Reusable products and associated services.

Providers must be able to provide the full requirements of the core list of products as per the tender specification.

Delivery shall be to a number of various establishments within Caerphilly County Borough.

The tender process is a two stage process

Stage one - Compliance pass / fail questions

Stage two - This stage will be evaluated using the Most Economically Advantageous Tender (MEAT) criterion, structured as follows: Quality 80% / cost 20%

The contract shall be awarded to one provider per lot

Full details are in the ITT

II.2.5) Award criteria

Quality criterion - Name: Tender Response / Weighting: 80

Cost criterion - Name: price / Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £137,500

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

The contract is for an initial period of twenty four months with the option to extend for up to a further period of twenty four months extended on an annual basis

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

WG currently provide the council with funding to purchase products and services. All orders purchased off this arrangement is dependent on the actual funding recieved from WG. If the funding ceases then the Council may not be able to purchase further products. The estimated funding is for the full four years, however this may change due to supply and demand and the funding available.

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

15 December 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

15 December 2023

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 ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

PLEASE NOTE REGISTERING AN INTEREST IN THE SELL2WALES NOTICE IS NOT REGISTERING AN INTEREST IN THIS TENDER YOU MUST FOLLOW THE INSTRUCTIONS BELOW IN ORDER TO SUBMIT A TENDER

As part of the process, the tender will be undertaken utilising Caerphilly CBC's Proactis Portal e-tendering system.

Therefore, companies are invited to follow the directions below to register on the system:

1. Log in to the Proactis Portal E-tendering system at <https://www.proactisplaza.com>
2. Click the "Sign Up" button.
3. Enter your details such as Organisation Name, Details and Primary Contact Details.
4. Please make a note of the Organisation ID and Login Name, then click Register.
5. You may then receive an email from the system asking you to Click here to activate your account. This takes you to Enter Organisation Details. Or you may be redirected straight to your account home page, depending on your browser.
6. Please enter the information requested, click Next and follow the instructions ensuring that you enter all applicable details.
7. In the Enter Product Classification screen please ensure that you select the Product

Classification Codes (CPV Codes) that appear in the tender notice.

8. Accept the Terms and Conditions and then click Next. This takes you in to the Welcome window.

9. In the Welcome window please enter your Organisation name, Organisation ID and User Name (User ID). You now need to create your unique password. Please ensure that you make a note of this along with the other information already recorded.

10. Now click Done and you will enter the Supplier Home page.

11. From the Home Page, go to the "Opportunities" area, where you can search for this Opportunity. Click on the "Show Me Arrow" of the relevant opportunity and then click to register your interest on the relevant button.

12. Click the Opportunities Icon on the left of the page so that the page is refreshed, then, click on the "Show Me Arrow" of the relevant contract again and this will take you into the create a response section of the portal.

13. Note the closing date for completion of the relevant project. Please review the tabs at the top of the page as there will be information relating to the project held here.

14. You can now either continue to fill out this area and create a response or if the project is not of interest to you Decline this opportunity by clicking the "Decline" button at the top of the page.

Tenderers shall express an interest in tendering for this arrangement by registering their interest on the Proactis Portal System as stated above and then completing the online e-tender submission. If you have any issues with your account please use the 'Raise a Ticket' function on the Proactis Portal. Instructions on how to utilise this function can be found in the attachments.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=136502.

(WA Ref:136502)

The buyer considers that this contract is suitable for consortia.

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom