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Tender

## **Framework Agreement for the Provision of Furniture Removal and Storage Services**

Caerphilly County Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-036205

Procurement identifier (OCID): ocds-h6vhtk-0422be

Published 8 December 2023, 12:45pm

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

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

Caerphilly County Borough Council

Penallta House, Tredomen Park, Ystrad Mynach

Hengoed

CF82 7PG

#### **Contact**

Connor Thomas

#### **Email**

[Thomac21@caerphilly.gov.uk](mailto:Thomac21@caerphilly.gov.uk)

#### **Telephone**

+44 144386470

#### **Fax**

+44 1443863167

**Country**

United Kingdom

**NUTS code**

UKL16 - Gwent Valleys

**Internet address(es)**

Main address

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

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0272](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/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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/>

**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**

Framework Agreement for the Provision of Furniture Removal and Storage Services

Reference number

CCBC/PS2498/23/CT

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

- 98392000 - Relocation services

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

Services

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

Provision of Furniture Removal and Storage Services

#### **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**

Residential Removals and Storage

Lot No

2

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

- 98392000 - Relocation services

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

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

within the boundaries of Caerphilly CB

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

Provision of removal and storage services for the Council's housing stock and contract holders.

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

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

### **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**

Corporate Removals and Storage

Lot No

1

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

- 98392000 - Relocation services

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

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

within the boundaries of Caerphilly CB

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

Provision of removal and storage services for the Council's non residential properties.

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

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

### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Selection criteria as stated in the Invitation To Tender.

#### **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

Envisaged maximum number of participants to the framework agreement: 4

#### **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

12 January 2024

Local time

12:00pm

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

English, Welsh

### **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

12 January 2024

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**

LEASE 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:

1. Log in to the Proactis Supplier Portal at:

<https://supplierlive.proactisp2p.com/Account/Login> ;

2. Click the 'Sign Up' option on the Portal homepage (If already registered go to point 11);

3. Enter your correct Organisation Name, Details and Primary Contact Details;

4. Make a note of the Organisation ID and User Name, then click 'Register';

5. You will then receive an email from the system asking you follow a link to activate your account;

6. Enter the information requested, clicking on the blue arrow to move on to the next stage and follow the instructions ensuring that you

enter all applicable details;

7. In the Classification section ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice, it is

essential that only CPV Codes specific to your organisation are added to your profile;

8. Buyer Selection — At this stage you are required to indicate which Buyer Organisations you would like to register with. Remember to

register with Caerphilly this ensures that you will be alerted to all relevant opportunities;

9. Terms and Conditions — Read the terms and conditions of the use of this Supplier Portal and tick the box to denote you have read and

understood the terms and that you agree to abide by them. If you do not agree you cannot complete the registration process. Once you have

agreed click on the blue arrow to move on to the next stage;

10. Insert a password for the admin user and repeat it. The password Must be between 6 and 50 characters in length. It must contain at least

2 number(s). Once completed select 'Complete Registration' and you will enter the Supplier Home page;

11. From the Home Page, go to the 'Opportunities' icon, all current opportunities will be listed. Click on the blue arrow under the field

'Show Me' of the relevant opportunity then click to register your interest on the applicable button;

12. Refresh your screen by clicking on the opportunities icon located on the left hand side, to view the opportunity click the blue arrow;

13. Note the closing date for completion of the relevant project. To find all available documentation drop-down the 'Request Documents'

option and click to download all documents;

14. You can now either complete your response or 'Decline' this opportunity.

All queries are to be ma

de via the messaging system on the Proactis portal. We will not accept any questions/queries via telephone/email.

A supplier guide is available via the portal detailing how to use the Proactis Plaza system.

If you require assistance please contact Hayley Clarke. 01443 863234;  
[clarkh2@caerphilly.gov.uk](mailto:clarkh2@caerphilly.gov.uk) or the procurement team on 01443 863161.

Procurement Clinics are also available should you require further assistance completing and submitting your tender or for general tendering

advice.

The buyer considers that this contract is suitable for consortia.

(WA Ref:136897)

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