

**United Kingdom-Welwyn Garden City: Exercise books**

OJ S 83/2019 29/04/2019

Contract notice

Supplies

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Hertfordshire County Council — Herts FullStop

Postal address: Mundells

Town: Welwyn Garden City

NUTS code: UKH23 Hertfordshire

Postal code: AL7 1FT

Country: United Kingdom

Contact person: Strategic Procurement Group

E-mail: [anita.shipman@hertfordshire.gov.uk](mailto:anita.shipman@hertfordshire.gov.uk)

Telephone: +44 1707292601

**Internet address(es):**Main address: [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)Address of the buyer profile: [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: <http://www.hertfordshire.gov.uk>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.](http://www.supplyhertfordshire.uk)[supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

Tenders or requests to participate must be submitted to the abovementioned 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 April 2019 — The Supply of Exercise Books and Exercise Paper for Herts FullStop

Reference number: HCC1810375

**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") is currently out to procurement for the supply of exercise books and exercise paper for Herts FullStop. Further information in regards to this opportunity can be found in II.2.4) Description of the procurement field (OJEU Contract Notice refers). 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: 6 000 000,00 GBP

#### **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: 1

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

22830000 Exercise books

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

NUTS code: UKH23 Hertfordshire  
Main site or place of performance:

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

Hertfordshire County Council (the Council) is out to procurement to establish a Framework Agreement for the supply of exercise books and exercise paper (hereinafter referred to as goods) for Herts FullStop. Lot 1 is for exercise books. A list of the goods required is given within the specification (Schedule 1) of the tender documentation. The estimated total value of the Framework Agreement is stated in II.1.5) of this notice and is for all the lots for the full term, together with the call-off contracts or individual orders. For the avoidance of doubt, the estimated annual value of the Framework Agreement will be approximately 1 110 000 GBP. The Framework Agreement will be awarded for the full term of 4 years. 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 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**

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

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

### **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.2.14. Additional information**

#### **II.2. Description**

##### **II.2.1. Title**

Exercise Paper

Lot No: 2

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

22832000 Exercise papers

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

NUTS code: UKH23 Hertfordshire

Main site or place of performance:

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

Hertfordshire County Council (the Council) is out to procurement to establish a Framework Agreement for the supply of exercise books and exercise paper (hereinafter referred to as goods) for Herts FullStop. Lot 2 is for exercise paper. A list of the goods required is given within the specification (Schedule 1) of the tender documentation. The estimated total value of the Framework Agreement is stated in II.1.5) of this notice and is for all the lots for the full term, together with the call-off contracts or individual orders. For the avoidance of doubt, the estimated annual value of the Framework Agreement will be approximately 1 110 000 GBP. The Framework Agreement will be awarded for the full term of 4 years. 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 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**

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

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

### **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.2.14. Additional information**

#### **II.2. Description**

#### **II.2.1. Title**

Miscellaneous Books

Lot No: 3

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

22830000 Exercise books, 22831000 Refills for school notebooks

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

NUTS code: UKH23 Hertfordshire

Main site or place of performance:

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

Hertfordshire County Council (the Council) is out to procurement to establish a Framework Agreement for the supply of exercise books and exercise paper (hereinafter referred to as goods) for Herts FullStop. Lot 3 is for miscellaneous books. A list of the goods required is given within the specification (Schedule 1) of the tender documentation. The estimated total value of the Framework Agreement is stated in II.1.5) of this notice and is for all the lots for the full term, together with the call-off contracts or individual orders. For the avoidance of doubt, the estimated annual value of the Framework Agreement will be approximately 1 110 000 GBP. The Framework Agreement will be awarded for the full term of 4 years. 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 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**

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

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

#### **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.2.14. Additional information**

### **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:

##### **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: 5  
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: 28/05/2019 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

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

English

#### **IV.2.7. Conditions for opening of tenders**

Date: 28/05/2019 Local time: 12:00

Place:

### **Section VI: Complementary information**

---

#### **VI.1. Information about recurrence**

This is a recurrent procurement: yes

#### **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 1 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.com](mailto:support@in-tend.com) or Telephone: +44 1144070065 for any website/technical questions, Monday to Friday, 8:30-17:30. 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**

Official name: High Court, Royal Courts of Justice

Postal address: The Strand

Town: London

Postal code: WC2A 2LL  
Country: United Kingdom

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

Official name: High Court  
Postal address: Royal Court of Justice, The Strand  
Town: London  
Postal code: WC2A 2LL  
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**

Official name: Chief Legal Officer  
Postal address: Hertfordshire County Council, County Hall  
Town: Welwyn Garden City  
Postal code: SG13 8DE  
Country: United Kingdom

**VI.5. Date of dispatch of this notice**

24/04/2019