

**United Kingdom-Cardiff: Repair and maintenance services of furniture**

OJ S 172/2013 05/09/2013

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: The Welsh Ministers

Town: Cardiff

Country: United Kingdom

Contact person: <http://www.etenderwales.bravosolution.co.uk>

Telephone: +44 2920826755

**Internet address(es):**General address of the contracting authority: [www.wales.gov.uk](http://www.wales.gov.uk)Address of the buyer profile: [http://www.sell2wales.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA0007](http://www.sell2wales.gov.uk/search/Search_AuthProfile.aspx?ID=AA0007)**Additional information can be obtained from:**

Official name: The Welsh Ministers

Town: Cardiff

Country: United Kingdom

For the attention of: <http://www.etenderwales.bravosolution.co.uk>

Telephone: +44 2920823854

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: The Welsh Ministers

Town: Cardiff

Country: United Kingdom

For the attention of: <http://www.etenderwales.bravosolution.co.uk>

Telephone: +44 2920823854

**Tenders or requests to participate must be submitted:** Official name: The Welsh Ministers

Town: Cardiff

Country: United Kingdom

For the attention of: <http://www.etenderwales.bravosolution.co.uk>

Telephone: +44 2920823854

**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

General public services

Public order and safety

Environment

Economic and financial affairs

Health

Housing and community amenities

Social protection

Recreation, culture and religion

Education

#### **I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

## **Section II: Object of the contract**

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### **II.1. Description**

#### **II.1.1. Title attributed to the contract by the contracting authority**

Furniture, Fittings, Space Planning Design and Interior Design.

#### **II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 27: Other services

Main site or place of performance: Wales.

NUTS code UK United Kingdom

#### **II.1.3. Information about a framework agreement or a dynamic purchasing system**

The notice involves a public contract

#### **II.1.4. Information about framework agreement**

#### **II.1.5. Short description of the contract or purchase(s)**

This contract is being let on behalf of the Welsh Government (Client A) and the National Assembly for Wales (Client B) and the Higher Education Funding Council for Wales (HEFCW). The Services shall comprise the provision of material, equipment, plant and labour resources necessary to perform and manage the following, and as described in more detail within the Specifications:

Supply, installation and maintenance of furniture;

Space planning in the form of –

Workspace utilisation studies;

Space allocation options appraisals;

Accommodation maximisation strategies;

Initiatives for space efficiency;

Provision of interior design services;

Supply, installation and maintenance of specialist H&S related equipment;

Pick-up, transport and delivery of bulky items between sites at the Sites.

The Client requires the supply, installation and maintenance of furniture and fittings as outlined in this Specification. Some whole scale replacement of existing furniture in premises the Client currently occupies may be required, although these are already fully furnished. The Client also requires the supply of space planning expertise in the form of workspace utilisation studies; option appraisals for space allocation based on the needs of Departments within the respective organisations; support to aid development of strategies for maximising accommodation in line with Government mandated targets and/or initiatives for space efficiency.

The Welsh Government, on behalf of the Welsh Ministers, will be conducting this procurement exercise through the etenderwales portal <https://etenderwales.bravosolution.co.uk> Tender documents and other information must be downloaded from and returned through this portal. If you require any further assistance the BravoSolution helpdesk is available on:

Email: [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) Phone: +44 8003684850/ Fax: +44 2070600480

Full information in accessing the portal is found in Section VI.3.

NOTE: The authority is using eTenderwales to carry out this procurement process. Please note this is a separate website and if you are not already registered, registration will be required.

To access eTenderwales, express your interest in this notice and access the tender documentation please visit <https://etenderwales.bravosolution.co.uk/web/login.shtml> and search for PQQ/ITT code ITT 39872 within the appropriate area.

#### **II.1.6. CPV code(s)**

50850000 Repair and maintenance services of furniture, 30191000 Office equipment except furniture, 39000000 Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products, 39130000 Office furniture

#### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

#### **II.1.8. Lots**

This contract is divided into lots: no

#### **II.1.9. Information about variants**

Variants will be accepted: yes

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

There are no lots and this is not a framework contract. The contract value - is based on annual costs (either from actuals, or pro-rata'd) projected over 5 years:

Annual costs Total value (annual sum x 3+2)

WG Costs (2012/13) 2,090,618.00 10,453,090.00

NAfW 407,500.00 2,037,500.00

HEFCW 1,000.00 5,000.00

New Contract Total 12,495,590.00

Contract term - 3+2, extensions available in 12 month increments.

Estimated value excluding VAT: 12 495 590 GBP

#### **II.2.2. Information about options**

Options: no

#### **II.2.3. Information about renewals**

This contract is subject to renewal: no

### **II.3. Duration of the contract or time limit for completion**

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

As set out in the tender documents.

The awarding authority reserves the right to request parent company and/or other guarantees of performance and financial liability.

#### **III.1.2.**

## **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

As set out in the tender documents. Payment terms will be indicated in the contract documents. Tenders to be priced in GBP. Payment to be made in GBP only.

### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

None specified, save that in the case of a partnership or consortium or other group of more than one legal entity bidding together, the contract will be with either (1) all bidders on the basis of joint and several liability, or (2) with one or more of the parties acting as 'prime contractor' (and where more than one, on a joint and several liability basis). Where the contract is with a special purpose company with separate legal personality established for the project, the contracting authority will require sufficient guarantees to be given by participants in that company or their parents.

### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

## **III.2. Conditions for participation**

### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: The documentation, which is available on e tender portal, will provide the details. Any economic operator may be excluded from participation if it fulfils any of the criteria listed in Regulation 23 of the Public Contracts Regulations 2006 (as amended) / Article 45 EU Directive 2004/18/EC.

### **III.2.2. Economic and financial ability**

List and brief description of conditions: Please see information contained within the e tender Questionnaire.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Please see information contained within the e tender Questionnaire.

### **III.2.4. Information about reserved contracts**

## **III.3. Conditions specific to services contracts**

### **III.3.1. Information about a particular profession**

### **III.3.2. Information about staff responsible for the performance of the contract**

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Open

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

## **IV.2. Award criteria**

### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

## **IV.3. Administrative information**

### **IV.3.1. File reference number attributed by the contracting authority**

C222/ 2012/13

### **IV.3.2. Previous publication concerning this procedure**

### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

### **IV.3.4. Time limit for receipt of tenders or requests to participate**

14.10.2013 - 14:00

### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

Other: English and Welsh

### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

### **IV.3.8. Conditions for opening of tenders**

## **Section VI: Complementary information**

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

### **VI.2. Information about European Union funds**

### **VI.3. Additional information**

The Authority will not accept tender submissions after the stated closing date.

All tender costs and liabilities incurred by bidders shall be the sole responsibility of bidders.

The Authority reserves the right to award the contract in whole or in part.

The Authority reserves the right to annul the tendering process and not award any contract.

All documents to be priced in GBP and all payments made in GBP.

In relation to section II.1.9 above – variants will be accepted to the extent permitted (if at all).

The Authority is committed to contributing to the social, economic and environmental well-being of the wider community. Accordingly, the Authority will explore proposals that deliver its social, economic and environmental sustainability objectives, including (but not limited to) opportunities to recruit and train long term economically inactive persons as part of the workforce delivering this project In addition contract performance conditions may relate to social, economic and environmental considerations.

If you require documentation in an alternative format, please contact the named contact point in this document who will be able to provide a more suitable format. For example, Braille, large

print, Word document or audio format.

E-TENDER INFORMATION:

<https://etenderwales.bravosolution.co.uk>

- The first person from your Organisation to use the Platform will be required to register on behalf of the Organisation.
- Registration involves accepting a User Agreement, and providing basic information about your Organisation and about the User performing the Registration.
- The User who performs the Registration becomes the Super User for the Organisation.
- On registering on the Platform the Super User will select a Username and will receive a password.
- The Password will be sent by e-mail to the email address that was specified in the User Details section of the Registration page.
- In order to log-in to the Platform please enter your Username and Password.
- Note: If you forget your Password then visit the homepage and click "Forgot your password?"
- Registration should only be performed once for each Organisation.
- If you think that someone in your Organisation may have already registered on this Platform then you must not register again.
- Please contact the person who Registered (i.e. the Super User) in order to arrange access to the Platform.
- Contact the Helpdesk immediately if you are unable to contact the Super User (for example if they have left your Organisation).
- Note: If your Organisation is already registered on the Platform then you must not make any additional registration. Please contact the Helpdesk to gain access to the Platform.
- Tenders must be uploaded to the BravoSolution portal by 2pm on the specified deadline date.

HOW TO FIND THE ITT:

- Once logged in you must click on 'ITT's Open to all Suppliers'
- The etender references for this contract are: Project\_26176 and ITT\_39872
- Click on the title to access summary details of the contract. If you are still interested in submitting a tender, click the 'Express an Interest button'. This will move the ITT from the 'Open to all Suppliers' area to the 'My ITT's' on the home page.
- You will then see the full details of the ITT in the qualification and technical envelopes along with any relevant documents in the 'Attachments' area.
- Should you have any questions on the ITT, please use the 'Messages' area to contact the buyer directly – Please do not contact the named person at the top of this notice.

(WA Ref:1067)

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

Suppliers will be required to provide a community benefits methodology in relation to the delivery of this contract.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

##### **VI.4.2. Review procedure**

##### **VI.4.3. Service from which information about the review procedure may be obtained**

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

3.9.2013

