

United Kingdom-Welwyn Garden City: Pouches
OJ S 183/2017 23/09/2017
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: chris.mulhall@hertfordshire.gov.uk
Telephone: +44 01707281571

Internet address(es):

Main address: www.hertfordshire.gov.uk
Address of the buyer profile: www.supplyhertfordshire.uk

I.1. Name and addresses

Official name: Hampshire County Council
Postal address: The Castle
Town: Winchester
NUTS code: UKJ3 Hampshire and Isle of Wight
Postal code: SO23 8UJ
Country: United Kingdom
E-mail: chris.mulhall@hertfordshire.gov.uk

Internet address(es):

Main address: www.hertfordshire.gov.uk

I.2. Information about joint procurement

The contract involves joint procurement

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: www.supplyhertfordshire.uk

Additional information can be obtained from the abovementioned address

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 Sep 2017 — DPS for the Supply of Laminating Pouches.
Reference number: HCC1709616

II.1.2. Main CPV code

18923100 Pouches

II.1.3. Type of contract

Supplies

II.1.4. Short description

Hertfordshire County Council (the 'Council') invites applications from suitably experienced and competent organisations who wish to pre-qualify onto its Dynamic Purchasing System ('DPS') for the Supply of Laminating Pouches.

Organisations wishing to take part in this project are invited to 'express interest' which will give access to the full tender documentation in the e-tendering system. Please see V1.3 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

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

18923100 Pouches, 30192000 Office supplies, 42994220 Lamination accessories

II.2.3. Place of performance

NUTS code: UKH23 Hertfordshire

II.2.4. Description of the procurement

Hertfordshire County Council (the 'Council') invites applications from suitably experienced and competent organisations who wish to pre-qualify onto its Dynamic Purchasing System ('DPS') for the Supply of Laminating Pouches.

The DPS is a 2 stage process and will be conducted in accordance with Regulation 34 of The Public Contracts Regulations 2015. Firstly, organisations apply by completing the Council's online selection questionnaire ('SQ'). Organisations which satisfy the pre-determined selection requirements set out in the SQ will then be admitted to the DPS. Individual orders throughout the duration of the DPS will be awarded via competition during the second stage.

Organisations admitted to the DPS should note that they won't be invited to tender for competition(s) until they have signed and returned the DPS Agreement to the Council accordingly.

The pattern and volume of demand for Laminating Pouches may be subject to change and it is stressed that there are no undertakings concerning likely volume of demand. For the avoidance of doubt, each organisation admitted to the DPS acknowledges that, no form of

exclusivity or volume guarantee is guaranteed by the Council or the Participating Authorities for the Laminating Pouches and that the Council is at all times entitled to enter into other contracts and arrangements with other organisations for the provision of any or all warehouse packaging which are the same or similar. Please note the Council is under no obligation to run a set number of competitions during the validity of the DPS.

For guidance only, an estimated annual quantity (where known) is given in the Specification of the procurement documents. The Council does not undertake to purchase that quantity and equally the successful organisations should be prepared to supply quantities in excess of the figures shown.

The anticipated annual expenditure, for the Council on Laminating Pouches is presently circa 244 000 GBP per annum. The estimated annual range is between 150 000 GBP to 350 000 GBP.

An essential ingredient of the successful working arrangements for each individual order will be regular dialogue between the parties to ensure the smooth running and achievement of the objectives specified for each order respectively.

The DPS will commence on the 1.12.2017 and will be for a core period of 2 years with the option for extensions up to a total further period of 2 years on an annual basis.

For the avoidance of doubt, the estimated value stated in Section II.2.1 of this contract notice is an approximate value for the core period of 2 years and includes the approximate value for extension(s) of a further period of up to 2 years on an annual basis.

The date stated for requests to participate in Section IV.3.4 of this contract notice is the earliest date when the Council can begin to evaluate applications and admit organisations to the DPS. Please note that organisations can apply to join the Council's DPS at any time during its validity if they satisfy the selection criteria and none of the grounds for exclusion apply. So, whilst it is open to any organisation to apply to join the DPS after the date stated in in Section IV.3.4, those organisations who wish to participate in the earliest competitions will be required to submit their online SQ no later than the date stated for requests to participate.

If an organisation admitted to the DPS ceases to satisfy the Council's selection requirements it is likely that it may be excluded or suspended from taking part in any competition. If an admitted organisation fails one of the grounds for exclusion during the validity of the DPS the Council may be required to remove the supplier from the DPS.

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: 24

This contract is subject to renewal: yes

Description of renewals:

The Council reserves the right to extend this DPS for a period of up to two years on an annual basis.

II.2.10. Information about variants

Variants will be accepted: yes

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:

As stated within the procurement documents.

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

Restricted procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the setting up of a dynamic purchasing system

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: 23/10/2017 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.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

VI.2. Information about electronic workflows

Electronic payment will be used

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 and follow the on-screen guidance to register and access the online SQ for completion.

In accordance with Regulation 53 of The Public Contracts Regulations 2015, the Council's procurement documents will be available within the eTendering system.

This procurement process is a two stage process and you will only be invited to tender if you have been successful and shortlisted from the first stage, i.e. pre-qualification. If you wish to be considered you must complete and submit a completed Selection Questionnaire by the specified closing date and time. Submissions cannot be uploaded after this return deadline.

The Council reserves the right at any time to cease the procurement process and not award a Dynamic Purchasing System 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 applicant 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 applicant 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 companies admitted to the DPS at any time during its validity, to ensure that they continue to meet the Council's requirements and remain financially viable to perform the individual orders.

VI.4. Procedures for review

VI.4.1. Review body

Official name: N/A

Town: Hertford

Country: United Kingdom

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

Official name: High Court, Royal Courts of Justice

Postal address: The Strand

Town: Welwyn Garden City

Postal code: WC2A 2LL

Country: United Kingdom

VI.5. Date of dispatch of this notice

21/09/2017