

**United Kingdom-Welwyn Garden City: Box files, letter trays, storage boxes and similar articles**

OJ S 213/2016 04/11/2016

Contract notice

Supplies

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Hertfordshire County Council — Herts FullStop

Postal address: Mundells

Town: Welwyn Garden City

Postal code: AL7 1FT

Country: United Kingdom

Contact person: Strategic Procurement Group — Anita Shipman

For the attention of: Chris Mulhall — Senior Contract Support Officer, Hertfordshire Business Services — follow the instructions in Section VI.3 (additional Information) of this contract notice

E-mail: [chris.mulhall@hertsfullstop.co.uk](mailto:chris.mulhall@hertsfullstop.co.uk)

Telephone: +44 01707281571

**Internet address(es):**General address of the contracting authority: [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)Address of the buyer profile: [www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)**Additional information can be obtained from:**

the abovementioned address

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

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address**I.2. Type of the contracting authority**

Regional or local authority

**I.3. Main activity**

General public services

**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**

HCC Oct 2016 — DPS for the Provision of Warehouse Packaging.

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

Supplies

Purchase

NUTS code UKH23 Hertfordshire

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

The procurement involves the setting up of a dynamic purchasing system

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

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

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 Warehouse Packaging.

The DPS is a two 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 pre-qualification questionnaire ('PQQ'). Organisations which satisfy the pre-determined selection requirements set out in the PQQ 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 Warehouse Packaging 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 for the Warehouse Packaging 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 Warehouse Packaging is presently circa 65 000 GBP per annum. The estimated annual range is between 30 000 GBP to 150 000 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 1.1.2017 and will be for a core period of 1 year with the option for extensions up to a total further period of 3 years on a yearly 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 1 year 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 PQQ 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.1.6. CPV code(s)**

30199500 Box files, letter trays, storage boxes and similar articles, 44424200 Adhesive tape

#### **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: no

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

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

The estimated annual spend for the Council on Warehouse Packaging is presently circa 65 000 GBP per annum.

The DPS will be in place for a core period of one (1) year unless terminated in accordance with the provisions of the DPS or subject to extension(s) at the sole discretion of the Council for a further period of up to three (3) years on an annual basis.

Please note that the DPS requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands.

No guarantee can be given as to the exact amount of business which may result from future competitions undertaken under this DPS. However, the supplier(s) will be expected to supply the goods to the Council, including their customers and affiliates, which is authorized by the Council. Any organization that utilizes this DPS shall do so under the terms and conditions of the DPS Agreement.

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

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

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

Duration in months: 48 (from the award of the contract)

## **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 per the selection requirements set out in the Council's PQQ and DPS documentation.

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

As per the selection requirements set out in the Council's PQQ and DPS documentation.

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

As per the selection requirements set out in the Council's PQQ and DPS documentation.

#### **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**

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

List and brief description of conditions: As per the selection requirements set out in the Council's PQQ and DPS documentation.

Minimum level(s) of standards possibly required: As per the selection requirements set out in the Council's PQQ and DPS documentation.

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

List and brief description of conditions:

As per the selection requirements set out in the Council's PQQ and DPS documentation.

Minimum level(s) of standards possibly required:

As per the selection requirements set out in the Council's PQQ and DPS documentation.

**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**

Restricted

**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**

HCC1608842

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

no

**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**

2.12.2016 - 12:00

### **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.

### **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**

The procurement is related to a project and/or programme financed by European Union funds:  
no

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

Hertfordshire County Council has worked closely with its Districts and Partners to create a joint procurement portal called Supply Hertfordshire. This portal provides an eTendering 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 to register and access the online PQQ 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.

Please note that the duration stated within Section II.3) of this notice refers to a core period of 1 year with the option for extensions up to a total further period of 3 years on an annual basis. Please also note that any final orders placed immediately before the expiry of the DPS may have delivery dates for a reasonable period beyond this expiry date.

Any clarifications regarding this opportunity must be raised through Correspondence area in the eTendering system.

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 contract or to award only part of the opportunity described in this contract 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 ever 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: See V1.4.2

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

Precise information on deadline(s) for review procedures: Chapter 6 of The Public Contract Regulations 2015 provides procedures and remedies for economic operators who believe they have suffered harm or are at risk of harm as a result of a breach of those Regulations by a contracting authority. This includes the right to seek debriefing in the event that the application is unsuccessful and potentially to take action in the High Court. Economic operators are referred to Chapter 6 for further details.

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

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

31.10.2016