

**United Kingdom-Hertford: Office furniture**  
**OJ S 182/2018 21/09/2018**  
**Contract notice**  
**Supplies**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Hertfordshire County Council — Herts FullStop

Postal address: Pegs Lane

Town: Hertford

NUTS code: UKH23 Hertfordshire

Postal code: SG13 8DE

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: [www.hertfordshire.gov.uk](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.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

[www.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

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**Section II: Object**

**II.1. Scope of the procurement**

**II.1.1. Title**

HCC Sept 2018 — The Supply of Office and Commercial Furniture

Reference number: HCC1710101

**II.1.2. Main CPV code**

39130000 Office furniture

**II.1.3. Type of contract**

Supplies

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

Hertfordshire County Council (the 'Council') is currently out to establish a Framework Agreement for the Supply of Office and Commercial Furniture. 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: 28 000 000,00 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**

Seating and Associated Equipment  
Lot No: Lot 1

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

39112000 Chairs

#### **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 or Contracting Authority) is leading on the procurement process to establish a Framework Agreement for The Supply of Office and Commercial Furniture (hereinafter referred to as "Goods"). Lot 1 is for Seating and Associated Equipment. A list of the Goods required is given in within the Specification (Schedule 1). Tenderers should be aware that due to the nature of the Services provided, any Contract formed as a result of this procurement process shall be executed as a deed. Tenderers should seek independent legal advice on the implications of this prior to submitting their Tender, where appropriate. The estimated total value of the Framework Agreement is stated in II.1.5) of this notice and is for the term of four (4) years inclusive of the approximate value for any Call-Off Contracts. For the avoidance of doubt, the estimated annual range of the Framework Agreement will be approximately 0 GBP — 7 000 000,00 GBP. The Framework Agreement will be awarded for four (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 and any other participating authorities 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. The authorities that are participating in this tender exercise and any subsequent Framework Agreement are listed below:

— Hertfordshire County Council (Herts Fullstop) This national contract is open for all UK public sector organisations as outlined in the OJEU notice subject to the agreement of the lead authority, Hertfordshire County Council. Full details are in the tender documentation. The following local authorities have either used the framework in the past, expressed an interest in the framework or may use the contract in the future,

— All Central Buying Consortium members (<http://www3.hants.gov.uk/cbc>),

— Dorset County Council,

— West Sussex County Council,

— Suffolk County Council,

— Central Bedfordshire Council,

— East Hertfordshire District Council,

— Oxfordshire County Council The following London Boroughs have either used the framework in the past, expressed an interest in the framework or may use the contract in the future,

— London Borough of Redbridge,

— Islington Council,

— London Borough Barking and Dagenham,

— London Borough of Hackney,

— London Borough of Camden,

— London Borough of Merton,

— London Borough of Waltham Forest,

— London Borough of Tower Hamlets,

— London Borough of Bromley Participating Authority's details are given in Schedule 8 of the Framework Agreement.

No fixed list of the organisations is set out within this tender and no guarantee can be given as to the exact amount of business which may result from this tender exercise. However, the Contractor(s) will be expected to provide the Goods to any other local authority or other public sector body that is authorised by the Contracting Authority. The Contracting Authority reserves the right however to include any other Consortium member, affiliate or associate who may wish to join this arrangement at a future date. Any organisation that utilises this Framework Agreement will do so under the terms and conditions of this Framework Agreement, further to permission from the Contracting Authority.

#### **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**

Desks, Tables and Storage  
Lot No: Lot 2

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

39120000 Tables, cupboards, desk and bookcases, 39121100 Desks, 39121200 Tables, 39173000 Storage units, 39121000 Desks and tables

#### **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 or Contracting Authority) is leading on the procurement process to establish a Framework Agreement for The Supply of Office and Commercial Furniture (hereinafter referred to as "Goods"). Lot 2 is for Desks, Tables and Storage. A list of the Goods required is given in within the Specification (Schedule 1). Tenderers should be aware that due to the nature of the Services provided, any Framework Agreement formed as a result of this procurement process shall be executed as a deed. Tenderers should seek independent legal advice on the implications of this prior to submitting their Tender, where appropriate. The estimated total value of the Framework Agreement is stated in II.1.5) of this notice and is for the term of four (4) years inclusive of the approximate value for any Call-Off Contracts. For the avoidance of doubt, the estimated annual range of the Framework Agreement will be approximately 0 GBP — 7 000 000,00 GBP. The Framework Agreement will be awarded for four (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 and any other participating authorities 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. The authorities that are participating in this tender exercise and any subsequent Framework Agreement are listed below:

- Hertfordshire County Council (Herts Fullstop) This national contract is open for all UK public sector organisations as outlined in the OJEU notice subject to the agreement of the lead authority, Hertfordshire County Council. Full details are in the tender documentation. The following local authorities have either used the framework in the past, expressed an interest in the framework or may use the contract in the future,
- All Central Buying Consortium members (<http://www3.hants.gov.uk/cbc>),
- Dorset County Council,
- West Sussex County Council,
- Suffolk County Council,
- Central Bedfordshire Council,
- East Hertfordshire District Council,
- Oxfordshire County Council The following London Boroughs have either used the framework in the past, expressed an interest in the framework or may use the contract in the future,
- London Borough of Redbridge,

- Islington Council,
- London Borough Barking and Dagenham,
- London Borough of Hackney,
- London Borough of Camden,
- London Borough of Merton,
- London Borough of Waltham Forest,
- London Borough of Tower Hamlets,
- London Borough of Bromley Participating Authority's details are given in Schedule 8 of the Framework Agreement.

No fixed list of the organisations is set out within this tender and no guarantee can be given as to the exact amount of business which may result from this tender exercise. However, the Contractor(s) will be expected to provide the Goods to any other local authority or other public sector body that is authorised by the Contracting Authority. The Contracting Authority reserves the right however to include any other Consortium member, affiliate or associate who may wish to join this arrangement at a future date. Any organisation that utilises this Framework Agreement will do so under the terms and conditions of this Framework Agreement, further to permission from the Contracting Authority.

**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: 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**

**II.2. Description**

**II.2.1. Title**

Collaborative Furniture

Lot No: Lot 3

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

39130000 Office furniture

**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 or Contracting Authority) is leading on the procurement process to establish a Framework Agreement for The Supply of Office and Commercial Furniture (hereinafter referred to as "Goods"). Lot 3 is for Collaborative Furniture. A list of the Goods required is given in within the Specification (Schedule 1). Tenderers should be aware that due to the nature of the Services provided, any Contract formed as a result of this procurement process shall be executed as a deed. Tenderers should seek independent legal advice on the implications of this prior to submitting their Tender, where appropriate. The estimated total value of the Framework Agreement is stated in II.1.5) of this notice and is for the term of four (4) years inclusive of the approximate value for any Call-Off Contracts. For the avoidance of doubt, the estimated annual range of the Framework Agreement will be approximately 0 GBP — 7 000 000,00 GBP. The Framework Agreement will be awarded for four (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 and any other participating authorities 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. The authorities that are participating in this tender exercise and any subsequent Framework Agreement are listed below:

— Hertfordshire County Council (Herts Fullstop) This national contract is open for all UK public sector organisations as outlined in the OJEU notice subject to the agreement of the lead authority, Hertfordshire County Council. Full details are in the tender documentation. The following local authorities have either used the framework in the past, expressed an interest in the framework or may use the contract in the future,

— All Central Buying Consortium members (<http://www3.hants.gov.uk/cbc>),

— Dorset County Council,

— West Sussex County Council,

— Suffolk County Council,

— Central Bedfordshire Council,

— East Hertfordshire District Council,

— Oxfordshire County Council The following London Boroughs have either used the framework in the past, expressed an interest in the framework or may use the contract in the future,

— London Borough of Redbridge,

— Islington Council,

— London Borough Barking and Dagenham,

— London Borough of Hackney,

— London Borough of Camden,

— London Borough of Merton,

— London Borough of Waltham Forest,

— London Borough of Tower Hamlets,

— London Borough of Bromley Participating Authority's details are given in Schedule 8 of the Framework Agreement.

No fixed list of the organisations is set out within this tender and no guarantee can be given as to the exact amount of business which may result from this tender exercise. However, the Contractor(s) will be expected to provide the Goods to any other local authority or other public sector body that is authorised by the Contracting Authority. The Contracting Authority reserves the right however to include any other Consortium member, affiliate or associate who may

wish to join this arrangement at a future date. Any organisation that utilises this Framework Agreement will do so under the terms and conditions of this Framework Agreement, further to permission from the Contracting Authority.

**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: 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**

**II.2. Description**

**II.2.1. Title**

Complete Project Solution

Lot No: Lot 4

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

39130000 Office furniture

**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 or Contracting Authority) is leading on the procurement process to establish a Framework Agreement for The Supply of Office and Commercial Furniture (hereinafter referred to as "Goods"). Lot 4 is for the Complete Project Solution. A list of the Goods required is given in within the Specification (Schedule 1). Tenderers should be aware that due to the nature of the Services provided, any Contract formed as a result of this procurement process shall be executed as a deed. Tenderers should seek independent legal advice on the implications of this prior to submitting their Tender, where appropriate. The estimated total value of the Framework Agreement is stated in II.1.5) of this notice and is for the term of four (4) years inclusive of the approximate value for any Call-Off Contracts. For the avoidance of doubt, the estimated annual range of the Framework Agreement will be approximately 0 GBP — 7 000 000,00 GBP The Framework Agreement will be awarded for four (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 and any other participating authorities 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. The authorities that are participating in this tender exercise and any subsequent Framework Agreement are listed below:

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— West Sussex County Council,

— Suffolk County Council,

— Central Bedfordshire Council,

— East Hertfordshire District Council,

— Oxfordshire County Council The following London Boroughs have either used the framework in the past, expressed an interest in the framework or may use the contract in the future,

— London Borough of Redbridge,

— Islington Council,

— London Borough Barking and Dagenham,

— London Borough of Hackney,

— London Borough of Camden,

— London Borough of Merton,

— London Borough of Waltham Forest,

— London Borough of Tower Hamlets,

— London Borough of Bromley Participating Authority's details are given in Schedule 8 of the Framework Agreement.

No fixed list of the organisations is set out within this tender and no guarantee can be given as to the exact amount of business which may result from this tender exercise. However, the Contractor(s) will be expected to provide the Goods to any other local authority or other public sector body that is authorised by the Contracting Authority. The Contracting Authority reserves the right however to include any other Consortium member, affiliate or associate who may wish to join this arrangement at a future date. Any organisation that utilises this Framework Agreement will do so under the terms and conditions of this Framework Agreement, further to permission from the Contracting Authority.

#### **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: 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**

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### **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**

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### **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: 20  
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: 23/10/2018 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: 23/10/2018 Local time: 12:00

Place:

## Section VI: Complementary information

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### 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 one 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  
Postal address: Royal Courts of Justice  
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.5. Date of dispatch of this notice**

18/09/2018