

**United Kingdom-Welwyn Garden City: Whiteboards and magnetic boards**

OJ S 226/2018 23/11/2018

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: [simon.hastings@hertfordshire.gov.uk](mailto:simon.hastings@hertfordshire.gov.uk)**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.supplyhertfordshire.uk](http://www.supplyhertfordshire.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)

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 Nov 2018 — Framework Agreement for the Supply of Whiteboards, Noticeboards and Associated Equipment

Reference number: HCC1810790

**II.1.2. Main CPV code**

30195900 Whiteboards and magnetic boards

**II.1.3. Type of contract**

Supplies

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

Hertfordshire County Council (the Council) is leading on the procurement process to establish a Framework Agreement for the Supply of Whiteboards, Noticeboards and Associated Equipment. 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: 2 520 000,00 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**

Whiteboards Noticeboards and Presentation  
Lot No: 1

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

30195900 Whiteboards and magnetic boards, 30195910 Whiteboards

#### **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 Contracting Authority) acting on behalf of the Participants is leading on the procurement process to establish a Framework for the Supply of Whiteboards, Noticeboards and Associated Equipment (hereinafter referred to as "Goods") and is seeking suitably qualified Contractor(s) to supply the Goods under any Agreement resulting from this tendering exercise. A list of the Goods required is given in the Specification (Schedule 1) of the procurement documents. The authorities that are participating in this tender exercise and any subsequent Agreement are listed below: Hampshire County Council Hertfordshire County Council Suffolk County Council The Contracting Authority reserves the right however to include any other Consortium member, affiliate or associate who may wish to join this arrangement throughout its life (Customers) subject to the approval of the Contracting Authority and completion of an Access Agreement. The requirement is for the Goods to be delivered to various locations throughout each authority, and in certain circumstances to the central stores of the participating authorities. The estimated total value of the Framework Agreement is stated in II.1.5) of this notice and is for the initial term inclusive of the approximate value for extensions, together with the Call-Off Contracts or Individual Orders and their possible durations. For the avoidance of doubt, the estimated annual value of the Contract will be approximately 630 000 GBP (however the estimated annual range is between 500 000 GBP to 750 000 GBP). The Framework Agreement will be awarded for an initial term of two years (2 years), with the option to extend the Framework Agreement up to two years (2 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 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. To be considered as a Bidder you must complete and submit a Bid by the deadline of 12:00 Noon on Friday 4.1.2019. Organisations should be aware that due to the nature of the services provided, 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**

Value excluding VAT: 2 520 000,00 GBP

**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:

This Framework Agreement will be reviewed at the end of the Framework period.

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: yes

Description of options:

Option to extend the Framework for up to two years (2 years), year on year.

**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**

Mini Whiteboards

Lot No: 2

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

30195900 Whiteboards and magnetic boards, 30195910 Whiteboards

**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 Contracting Authority) acting on behalf of the Participants is leading on the procurement process to establish a Framework for the Supply of Whiteboards,

Noticeboards and Associated Equipment (hereinafter referred to as "Goods") and is seeking suitably qualified Contractor(s) to supply the Goods under any Agreement resulting from this tendering exercise. A list of the Goods required is given in the Specification (Schedule 1) of the procurement documents. The authorities that are participating in this tender exercise and any subsequent Agreement are listed below: Hampshire County Council Hertfordshire County Council Suffolk County Council The Contracting Authority reserves the right however to include any other Consortium member, affiliate or associate who may wish to join this arrangement throughout its life (Customers) subject to the approval of the Contracting Authority and completion of an Access Agreement. The requirement is for the Goods to be delivered to various locations throughout each authority, and in certain circumstances to the central stores of the participating authorities. The estimated total value of the Framework Agreement is stated in II.1.5) of this notice and is for the initial term inclusive of the approximate value for extensions, together with the Call-Off Contracts or Individual Orders and their possible durations. For the avoidance of doubt, the estimated annual value of the Contract will be approximately 630 000 GBP (however the estimated annual range is between 500 000 GBP to 750 000 GBP). The Framework Agreement will be awarded for an initial term of two years (2 years), with the option to extend the Framework Agreement up to two years (2 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 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. To be considered as a Bidder you must complete and submit a Bid by the deadline of 12:00 Noon on Friday 4.1.2019. Organisations should be aware that due to the nature of the services provided, 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**

Value excluding VAT: 2 520 000,00 GBP

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 24

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: yes

Description of options:

Option to extend the Framework for up to two (2) years, year on year.

**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: 2 In the case of framework agreements, provide justification for any duration exceeding 4 years:

The Framework Does Not exceed 4 Years Duration

##### 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: 04/01/2019 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: 04/01/2019 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 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: N/ A

Town: N/ A

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: 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**  
20/11/2018