



**Crown  
Commercial  
Service**

# Bid Pack

## Attachment 3 – Statement of Requirements

Contract Reference: FURN-37911-2024

FM/11928/6868/2025

Mauritania Residential Furniture

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## 1. Purpose

- 1.1 The FCDO (Foreign Commonwealth and Development Office) is seeking to procure Residential furniture for a renovation of the British Embassy in Nouakchott, Mauritania.

## 2. Background to the buyer

- 2.1 The FCDO delivers for the UK internationally, leading the government's diplomatic, development and consular work around the world.

## 3. Background to requirement/overview of requirement

- 3.1 The British Embassy Nouakchott has grown since becoming a sovereign Post in 2018 and this growth has required the FCDO to consider a move to a premises which better supports the UK mission.
- 3.2 The project in whole is to convert a recently leased villa into a new Embassy and UKB apartment.
- 3.3 Alongside this conversion & renovation the British Embassy Mauritania will require a new suite of Residential furniture to fit the new space.

## 4. Definitions

Expression or Acronym	Definition
FCDO	Foreign Commonwealth and Development Office
UKB	United Kingdom Based
MAC	Model Award Criteria

## 5. Scope of requirement

- 5.1 The FCDO requires the below Residential furniture items in the specified quantities:

### 5.1.1 Furniture items;

Item Description	Total Quantity
Dining Chair	8

Kitchen/living high Chair	3
Living Room Armchair	1
Desk Chair	2
Living room L shape sofa	1
Study Desk	1
Dining room Dining table	1
Living Coffee table	1
Living Room Coffee table	1
Bedroom Queen Bed	2
Bedroom Bedside table	4
Bedroom Twin Bed	1
Bedroom Bedside table	2
Garden Furniture 3 Seater	2
Garden Furniture 2 Seater	2
Garden Furniture Small Table	1
Garden Furniture Dining Table to seat 6	1

5.1.2 Included in this requirement is aftercare support & spare parts, installation support and guarantees and warranties for each product.

## 6. The requirement

- 6.1 The Contract shall commence on the 11th of April 2025 with signature anticipated in March 2024. All furniture must be at Hanslope Park no later than the 31st May 2025.
- 6.2 The Authority can co-ordinate delivery to Hanslope Park between FCDOS and the Supplier, but it is the supplier's responsibility to arrange delivery specifics, including packing requirements, to ensure all delivery dates are met in line with the Authority's schedule.
- 6.3 The Authority can provide floorplans of the Embassy if requested during the Clarification Question Period. Access to this may require the supplier to return a signed NDA.
- 6.4 All products must be delivered in line with the Government Buying Standard for Residential Furniture.



Government  
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- 6.5 The FCDO requires all upholstered furniture provided for Residential purposes and intended for private use in a dwelling (including children's furniture) to have met the selected fire tests BS 5852 -1 and BS 5852 -2.

## 7. Key milestones and deliverables

- 7.1 Please identify the key milestones and deliverables that are critical to the fulfilment of the Contract. Please see below example text relating to Key Milestones, please amend as appropriate to ensure that it is relevant to the requirement.

- 7.2 The following Contract milestones/deliverables shall apply:

Milestone/Deliverable	Description	Timeframe or Delivery Date
1	Contract Commencement	1st of April 2025
2	Delivery Update	W/C 14th of April 2025
3	Delivery to Hanslope Park	No later than the 31st of May 2025
4	Support for Installation of Furniture in Mauritania (optional)	16th of June 2025

## 8. Management information and reporting

- 8.1 The Supplier will be required to provide progress reports, and attend progress meetings, informally, as requested by the Authority.
- 8.2 During the Contract, the Supplier is required to provide the following information to the Authority:
- 8.2.1 One spares list at tender submission, updated at the start of the Contract if required
  - 8.2.2 One report on Social Value progress, against targets identified in the tender submission, at the end of the Contract
  - 8.2.3 Delivery details, including packing lists
  - 8.2.4 Ad-hoc reporting requested by the Authority

## 9. Volumes

- 9.1 The Authority requires a total of 40 furniture items to be delivered. The full requirement list is shown in Schedule 20.
- 9.2 The Authority may amend the requirement volumes at any point, either during the procurement process or during the Contract either by amending the volume prior to the Supplier shipping the furniture items or by requesting more furniture than initially requested through a contract change mechanism.

## 10. Continuous improvement

- 10.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 10.2 The Supplier should present new ways of working to the Buyer during monthly/quarterly Contract review meetings.
- 10.3 Changes to the way in which the Services are to be delivered must be brought to the Buyer's attention and agreed prior to any changes being implemented.
- 10.4 The Supplier is encouraged to consider innovation in the design of their furniture and the Authority is happy to consider innovative adaptations during the lifetime of the Contract.

## 11. Sustainability / social value

- 11.1 The Authority is using Policy Outcome and MAC 4.1 (MAC 4.1 Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions) as part of the evaluation process (Question 6.1).
- 11.2 The Authority is seeking the Supplier Social Value output to which demonstrates an understanding of additional environmental benefits, including collaborative ways of working with the supply chain, in the performance of the contract, including working towards net zero greenhouse gas emissions.
- 11.3 The Supplier will demonstrate Social Value through their submission to Question 6.1 which includes an Action Plan and Method Statement which the Authority will use as part of the Contract management of Social Value.

## 12. Quality

- 12.1 All products must adhere to the Government Buying Standards for Residential furniture and all stated fire-retardant testing standards. Bidders should adhere to the following standards:

### GBS Criteria for new furniture

Impact area	Mandatory – Technical Specifications
<p>Design for reuse, refurbishment and repair</p>	<p><b>Green design</b></p> <p>All procured furniture must be designed for disassembly to facilitate reuse, refurbishment, repair and ultimately recycling, either in part or as a whole.</p> <p>Verification: Suppliers must provide technical documentation that demonstrates that their product can be disassembled with standard tools, thereby allowing reuse, refurbishment, repair and recycling of components.</p>
<p>Spare Parts</p>	<p>Components and spare parts will be made available by the supplier for at least 5 years after sale to extend the product's lifetime through repair, as far as reasonably practical.</p> <p>Verification: Suppliers must provide appropriate documentation to demonstrate compliance with these standards.</p>
<p>CAD Diagrams</p>	<p>All furniture manufacturers must make available to the contracting authority details of their table tops. This should be in the form of CAD diagrams that show the location of screw holes and desk top sizes to facilitate the refurbishment of the desk top.</p> <p>Verification: The supplier must provide a CAD diagram (to the Contracting Authority), output to a PDF, showing information on the dimensions of the table top along with how and where fixings are applied.</p>
<p>Plastic parts</p>	<p>Plastic parts of greater than 50g in weight shall be marked for recycling according to ISO 11469 or an equivalent and must not contain additions of other materials that may hinder recycling.</p> <p>For such parts of 50g in weight or more, where a marking will adversely affect the consumer acceptance and aesthetic reasons, information regarding recycling may be included in the user's manual or similar literature.</p> <p>Verification: Suppliers should provide evidence that plastics included within the product are</p>

	clearly labelled for recycling. Alternatively, this information should be included within the User's Manual or similar literature. Suppliers should also declare where materials within the product may hinder recycling.
Durability, reparability, fitness for use and ergonomics	<p>All furniture must comply with the relevant UK technical and quality standards, or equivalent, for serviceability, as given in FIRA's "Technical Requirements for Furniture. Produced for Defra by FIRA International Ltds. October 2011".</p> <p>Verification: Suppliers must provide appropriate documentation to demonstrate compliance with these standards.</p>
Adhesives and glues	<p><b>Hazardous Chemicals</b></p> <p>Where adhesives and glues are used, their VOC content shall not exceed 10% by weight.</p> <p>Verification: Suppliers must submit a list of all adhesives used in the assembly of furniture and their MSDS or equivalent documentation, demonstrating compliance with the criterion.</p> <p>Furniture carrying a Type 1 ecolabel will be deemed to comply. Suppliers should specifically ask to see either the Type 1 ecolabel or the section of the MSDS or other document that states the VOC content of the glue.</p>
Formaldehyde in panels	<p>The emissions of free formaldehyde from wood-based panels shall not exceed the E1 emissions limit as described in standard BS EN 13986: 2004 Wood-based panels for use in construction (referring to BS EN 312: 2003 Particleboards Specifications and BS EN 622-1 2003 Fibreboards Specifications for MDF).</p> <p>Verification: Suitable evidence, such as test reports, shall be supplied demonstrating compliance with this criterion and the standards quoted.</p>
Surface coatings of wood, plastic and/or metal parts	<p>The products used for surface coatings shall not contain:</p> <ul style="list-style-type: none"> <li>☐ more than 5% by volume Volatile Organic Compounds (VOCs)</li> <li>☐ Alkylphenolethoxylates</li> <li>☐ Isothiazolinone compounds</li> <li>☐ PFAS (Perfluorinated alkyl sulfonates)</li> <li>☐ Phthalates</li> <li>☐ Heavy metals except as a siccative</li> <li>☐ Volatile aromatic hydrocarbons</li> <li>☐ Halogenated Organic Solvents that are considered by MSDS to be harmful to human health.</li> </ul>



	<p>Verification: a declaration by the supplier demonstrating compliance with the criteria should be produced.</p>
Wood and wood based materials	<p><b>Wood</b></p> <p>Timber must be purchased in accordance with the UK Government's timber procurement policy. Only timber and timber products originating either from independently verified legal and sustainable sources or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner can be purchased.</p> <p>As an alternative, contracting authorities can demand recycled timber. Please refer to Timber Procurement Advice Note (TPAN) for the definition of recycled material.</p> <p>All wood used in furniture must have evidence from the supplier that the products they are delivering comply with the policy. This evidence should certify that the supplied products are derived from legal and sustainable sources or are FLEGT licensed. Further details of how to achieve this are available on CPET's website. <a href="http://www.cpet.org.uk">www.cpet.org.uk</a></p> <p>Verification: Suppliers should provide evidence covering both the source of the timber (Chain of Custody) and proof that it is legally and sustainably managed, or licensed by the FLEGT (Forest Law Enforcement Governance and Trade) Voluntary partnership. This evidence can come in two forms, Categories A (forest certification) and B (other type of evidence), as set out in the UK Government Timber Procurement Advice Note. It and further advice are available at <a href="http://www.cpet.org.uk">www.cpet.org.uk</a></p> <p>Documentary evidence and independent verification also apply to recycled timber, but focus on the previous timber use rather than the forest source. Recycled timber shall be supported with evidence tracing the timber back to the previous use.</p>
Textile materials and fabrics	<p><b>Textiles</b></p> <p>The products shall comply with the Government Buying Standards mandatory Technical Specifications criteria for textiles.</p> <p>See: <a href="http://sd.defra.gov.uk/documents/spec-textiles.pdf">http://sd.defra.gov.uk/documents/spec-textiles.pdf</a></p> <p>Verification: All products carrying the EU Ecolabel for textiles or a national or private label fulfilling the listed criteria will be deemed to comply. Any</p>

other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body will also be accepted.

## 13. Price

- 13.1 Suppliers are required to use Attachment 4 – Pricing Details and the embedded spreadsheet within this to provide pricing in the ‘Full Requirement List’.
- 13.2 The ‘Additional Cost’ tab can be populated if the Supplier wishes to propose their own shipping option to Mauritania. The Supplier is not obligated to populate this tab, nor is Authority is obligated to take this option, and this option will only be considered post-contract award. This pricing will not form part of the evaluation.

## 14. Staff and customer service

- 14.1 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.
- 14.2 The Supplier’s staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.
- 14.3 The Supplier shall ensure that staff understand the Buyer’s vision and objectives and will provide excellent customer service to the Buyer throughout the duration of the Contract.

## 15. NOT USED

## 16. Security and confidentiality requirements

- 16.1 There are no specific security accreditation suppliers will need to hold to attain the documentation and participate in the tender process. Suppliers will be required to sign a non-disclosure agreement.
- 16.2 In the instance that the winning supplier is requested to support an on-site installation in Mauritania, the supplier will be required to attain relevant security access for any individuals visiting the site in Nouakchott Mauritania, post Contract Award.

## 17. Payment and invoicing

- 17.1 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 17.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 17.3 Invoices should be submitted to: ukpcdirect@fcdo.gov.uk, copied to [REDACTED].

## 18. Contract management

- 18.1 The Supplier is required to give regular progress updates and attend progress meetings at the request of the Authority. There is no obligation for the Supplier to meet the Authority on a regular occasion but progress meetings and/or updates can be requested on an ad-hoc basis.

## 19. Location

- 19.1 The Authority will require shipment to Hanslope Park Hanslope, Castlethorpe MK19 7BH. Delivery should be co-ordinated with [REDACTED] and FCDOS at Hanslope Park after Contract Award.