



Multiparty Framework for Supply and delivery of fully assembled office chairs to corporate buildings in County Kerry

Appendix 1 – Requirements & Specifications

Oct 2026

Revision	Date	Issue Description
A	01.10.26	Issued for Tender

1.0 General

- 1.1 The contract involves the supply and delivery of fully assembled office chairs to corporate buildings in Kerry in accordance with this specification and contract documents.
- 1.2 The Contract Term is 2 years with a maximum of 2 number optional extensions of maximum 12 months each.
- 1.3 It is anticipated that Kerry County Council will purchase approximately 50 chairs per year over the lifetime of the Framework. The supplier(s) should note that this figure is an estimate only, and Kerry County Council does not commit to spend any amount under this contract.
- 1.4 Kerry County Council intend to establish a Multiparty Supplier Framework on the basis of this competition, where suppliers will be ranked in order of merit with regard to the award criteria stipulated in this RFT. The framework will operate on a cascade basis where if the highest ranked supplier is unable to fulfil the order within the specified timeframe the second highest ranked supplier will be approached etc.

2.0 Scope of Works & Framework Rules

- 2.1 The contract shall consist of the following scope:
 - When there is a requirement for chairs, the Contracting Authority (Kerry County Council) shall, in the first instance, procure the Goods from the Supplier ranked number 1 on the Framework.
 - Chairs must be delivered, fully assembled within 20 working days of order.
 - The supplier must remove all packaging and waste after every delivery.
 - Chairs are typically ordered in batches of not less than 10 at a time.
 - All other orders are to be invoiced on delivery only.
 - Chairs must be in accordance with the Specification outlined in Section 5.
 - In circumstances where the Preferred Tenderer/Framework Supplier ranked number 1 on the Framework (a) has confirmed to the Contracting Authority that it is unable or unwilling (through lack of capacity or otherwise) to provide the Goods; or (b) is deemed by the Contracting Authority to be unable or unwilling (through change in circumstances, lack of capacity or otherwise) to provide the Goods or (c) cannot supply the Goods within the timeframe, then and in those circumstances, the Contracting Authority may procure the Goods from the next highest ranked Framework Supplier (beginning with the Framework Supplier ranked No. 2) then capable of providing the Goods.
 - The apparently successful first ranked framework supplier must, within 10 working days of receipt of notification by Kerry County Council, supply to

County Buildings, Rathass, Tralee a fully assembled sample office chair for the attention of the Facilities Management Unit. The suitability of the chair, in accordance with this specification, will be determined by the Facilities Manager, whose decision is final. In the event that the chair is not deemed suitable, Goods will not be procured from that Supplier and the next highest ranked Supplier/Framework Supplier will be approached. This process will continue until a chair that is deemed suitable is received.

- For clarity, only chairs that are deemed suitable by the Facilities Manager to be in compliance with the Specification will be purchased by Kerry County Council, irrespective of the Suppliers admittance or ranking on the Framework Agreement.

3.0 Goods Contract and Model Forms

- 3.1 The applicable Goods contract (including agreement and appendices) is Office of Government Procurement Standard Goods Contract.

The contract documents include:

- OGP Standard Goods Contract
- The Tender Response Documents, including all appendices
- Any tender clarifications and/or queries

4.0 Delivery Requirements

4.1 Health and Safety

The supplier shall ensure that all relevant Acts of the Oireachtas and legislation dealing with construction safety are compiled with. These include

- a). Safety, Health and Welfare at Work Act 2005.*
- b). Safety, Health and Welfare at Work (General Application) Regulations 2007 as amended.*
- c). Safety, Health and Welfare at Work (Construction) Regulations, 2013 (S.I. No. 291 of 2013).*

The supplier shall ensure as far as is reasonably practicable that he manages and conducts work activities to ensure the safety and health of his employees and sub-contractors.

4.2 Normal Working Hours

Subject to any provision to the contrary contained in the Contract, no deliveries shall be made during the night, or on Saturdays or Sundays.
Normal working hours are Monday to Friday 09:00-17:00.

4.3 Time frame and scheduling

All orders must be fulfilled within 20 working days of receipt of order.

4.4 Training

N/A

4.5 Tenderers to Check all matters

The tenderer is to examine the information supplied regarding the nature and extent of the proposed works, so as to be satisfied as to what is required to be done to meet the requirements of this specification.

All costs arising in respect of these matters are to be included and shown separately in the tender figure. The Contracting Authority will not be liable for any such costs which are reasonably foreseeable, and which are not so included.

5.0 Specification for Supply and delivery of fully assembled office chairs to corporate buildings

5.1 Technical Description of the Product

The technical requirements of the office chair are as follows:

- Heavy duty thick foam high back office chair for up to 24 hour use and users up to 152 kg
- The chair must be available in the following colours: black, grey and blue fabric.
- Foam thickness must be minimum 90mm
- Chair back must be minimum 580mm high and 480mm wide. The seat depth must be minimum 510mm and width minimum 520mm.
- The seat height must be minimum 485mm and be adjustable by 100mm.
- Adjustable lumbar support must be provided
- Arm rests provided must be adjustable in height and width
- The backrest and seat angle must be allowed to be fixed or set to free float in 2:1 ratio
- The chair back must be adjustable in height via ratchet or similar operation
- The following adjustments must be available via lever or similar operation:
 - back angle
 - combination seat and back angle
 - seat height
 - seat forward tilt
 - seat depth (sliding)
 - tension control
- The chair must be mounted on a five-star base with heavy duty castors
- Chair mechanisms must be robust with torsion control to allow for adjustment to user's height and weight
- The chair must weigh less than 21kg
- Chair must be tested to BS 5459 (2000) Part 2 and certification provided to evidence same.
- A 5-year component guarantee and 2 year fabric guarantee must be provided

Suppliers should note that the “*Vista Heavy Duty Posture Office Chair*” conforms to the criteria above and is pre-approved by the Facilities Management Unit.