

UK-London: banking services

2009/S 100-144931

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

Westminster City Council, Westminster City Hall 64 Victoria Street, Attn: Audrey Li, UK-London SW1E 6QP .
Tel. +44 2076413350. E-mail: ali@westminster.gov.uk.

Internet address(es):

General address of the contracting authority: www.westminster.gov.uk.

Further information can be obtained at: As in above-mentioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s).

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s).

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Regional or local authority.

General public services.

The contracting authority is purchasing on behalf of other contracting authorities: yes.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority:

Contract for Cash Collection, Delivery and Processing Services for Westminster City Council.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 06.

Main place of performance: Within the City of Westminster.

NUTS code: UKI11.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with a single operator.

Duration of the framework agreement: Duration in year(s): 3

Estimated total value of purchases for the entire duration of the framework agreement:

Frequency and value of the contracts to be awarded: See additional information.

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

The contracting authority is seeking to award one or two contracts for the provision of.

(1) secure cash and cheque collection and delivery services to and from all specified Westminster City Council locations (lot 1) and

(2) a full cash receipt and processing service, that shall also be capable of cheque processing if required (lot 2)

Both lots shall be capable of the provision and makeup of coin and notes for Council services as required, and shall also provide management information for takings data by site.

II.1.6) **Common procurement vocabulary (CPV):**

66110000, 66100000, 66133000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

Yes.

II.1.8) **Division into lots:**

Yes.

Tenders should be submitted for: one or more lots.

II.1.9) **Variants will be accepted:**

No.

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope:**

Total scope of both lots is approximately 500 000 GBP.

II.2.2) **Options:**

No.

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

Duration in months: 36 (from the award of the contract).

INFORMATION ABOUT LOTS

LOT NO 1

TITLE: Secure Cash and Cheque Collection and Delivery Services

1) **SHORT DESCRIPTION:**

The Contractor shall ensure secure cash and cheque collection and delivery services to and from all specified Westminster City Council locations. The Contractor may also be required to provide services for the provision and make-up of coin and notes for all Westminster City Council Services as required, and management information for deposit data by site.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

66110000, 66100000, 66133000.

3) **QUANTITY OR SCOPE:**

Approximately £350,000.

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**

Duration in months: 36 (from the award of the contract).

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

See section VI.3. Bidders for lot 1 may also bid for lot 2.

LOT NO 2

TITLE: Cash and Cheque Payment Processing Services

1) **SHORT DESCRIPTION:**

The Contractor shall provide Secure Cash and Cheque Payment Processing Services that provide a full cash receipt and processing service that shall also be capable of cheque processing if required. The service shall be capable of depositing these payments at the Council's primary bank account within one day of collection.

The Contractor may also be required to provide services for the provision and make-up of coin and notes for all Westminster City Council Services as required, and management information for deposit data by site.

- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
66110000, 66100000, 66133000.
- 3) **QUANTITY OR SCOPE:**
Approximately 150 000 GBP.
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**
See section VI.3. Bidders for lot 2 may also bid for lot 1.

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

- III.1.1) **Deposits and guarantees required:**
A parent company guarantee may be required if the company is part of a group.
- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**
Payment shall be made in accordance with the payment provisions in the contract.
- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**
Members of any consortium shall be jointly and severally liable. Legal bodies shall be companies or partnerships.
- III.1.4) **Other particular conditions to which the performance of the contract is subject:**
No.
- III.2) **CONDITIONS FOR PARTICIPATION**
- III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**
Information and formalities necessary for evaluating if requirements are met: In order to express interest, economic operators will be required to submit a detailed pre-qualification questionnaire including details of their economic and financial standing (last 3 years accounts) eligibility, legal position and their technical capacity and ability.
- III.2.2) **Economic and financial capacity:**
Information and formalities necessary for evaluating if requirements are met: Will be set out in the Pre-Qualification Questionnaire.
Minimum level(s) of standards possibly required: Will be set out in the Pre-Qualification Questionnaire.
- III.2.3) **Technical capacity:**
Information and formalities necessary for evaluating if requirements are met:
Will be set out in the Pre-Qualification Questionnaire.
Minimum level(s) of standards possibly required:
Will be set out in the Pre-Qualification Questionnaire.
- III.2.4) **Reserved contracts:**
No.
- III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**
- III.3.1) **Execution of the service is reserved to a particular profession:**
No.

- III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:**
Yes.

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of procedure:

Restricted.

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate:

Envisaged minimum number: 2.

Objective criteria for choosing the limited number of candidates: Will be set out in the Pre-Qualification Questionnaire.

IV.1.3) Reduction of the number of operators during the negotiation or dialogue:

IV.2) AWARD CRITERIA

IV.2.1) Award criteria:

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

IV.2.2) An electronic auction will be used:

No.

IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) File reference number attributed by the contracting authority:

IV.3.2) Previous publication(s) concerning the same contract:

No.

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document:

Time limit for receipt of requests for documents or for accessing documents: 3.7.2009.

IV.3.4) Time-limit for receipt of tenders or requests to participate:

3.7.2009.

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates:

20.7.2009.

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:

English.

IV.3.7) Minimum time frame during which the tenderer must maintain the tender:

IV.3.8) Conditions for opening tenders:

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT:

No.

VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:

No.

VI.3) ADDITIONAL INFORMATION:

The Council is seeking to award up to two contracts (1) for the provision of Cash Collection and Delivery Services (lot 1) and (2) for the provision of Cash Collection and Processing Services (lot 2). The services have been divided into two lots and bidders are invited to tender for lot 1 and/or lot 2.

Secure Cash and Cheque Collection and Delivery Services (Lot 1).

The Contractor shall ensure secure cash and cheque collection and delivery services to and from all specified Westminster City Council locations. The Contractor may also be required to provide services for the provision and make-up of coin and notes for all Westminster City Council Services as required, and management information for deposit data by site.

The anticipated value of this lot is approximately 350 000 GBP over the contract period.

Secure Cash and Cheque Payment Processing Services (Lot 2).

The Contractor shall provide Secure Cash and Cheque Payment Processing Services that provide a full cash receipt and processing service, that shall also be capable of cheque processing if required. The service shall be capable of depositing these payments at the Council's primary bank account within one day of collection. The Contractor may also be required to supply the provision and make-up of coin and notes as required, and management information for deposit data by site.

The anticipated value of this lot is approximately 150 000 GBP over the contract period.

The Contractors for each lot shall also be responsible for all vehicles and equipment required in the provision of the respective services, and shall also meet all required security industry training and process standards, and abide by the City Council's own security standards.

The Contract Period for each contract will be 3 years. The City Council will reserve the right to extend the contract period by a period of up to 1 additional year.

In addition to the principal contract there will be a framework element for call-offs by other local authorities. The City Council is acting as a central purchasing body through which other London Boroughs, public bodies within Greater London which accept payments for statutory services, fines and fees (including those authorities in Partners in Parking*), unitary authorities and county councils within England, may wish to procure substantially similar services under this contract upon terms which will be appended as a model contract to the framework agreement. Accordingly it is the intention that these local authorities and public bodies should be able to rely on this procurement to purchase such services without the need for any further procurement process.

A framework agreement will be contained in the tender documents to enable this. Individual contracts will be let under the framework agreement between the service provider and the relevant "participating" authority seeking provision of the services. The terms of the framework agreement and individual contract will be set out in the tender documentation and developed during the competitive dialogue. It should also be noted that in the event of re-structuring within local government that this procurement will pass to successor authorities. No guarantee or warranty is given to the nature or number, if any, of other participating authorities or the services procured under any framework agreement.

Partners in Parking is an initiative which comprises the City of London, other London Borough Councils and other public parking authorities in London acting in partnership under a joint committee set up in accordance with s101 Local Government Act 1972. The current members of PiP are set out in more detail in the PQQ.

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures:**

Westminster City Council, Westminster City Hall 64 Victoria Street, UK-London SW1E 6QP . URL:
www.westminster.gov.uk.

VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals: The City Council incorporates a minimum 10 calendar day standstill period at the point information on the award is communicated to tenderers. Applicants have 2 working days from such notice to request a debriefing and that information has to be provided no later than 3 working days before the expiry of the standstill period.

Proceedings may not be brought unless the economic operator bringing the proceedings has informed the contract authority if the breach or anticipated breach of the duty owed to it by the contracting authority and of

its intention to bring proceedings and unless those proceedings are brought promptly and in any event within 3 months from the date when grounds for the bringing of proceedings first arise, unless the court considers that there is good reason for extending the period within which proceedings can be brought. If an appeal regarding the award of the contract has not been successfully resolved the Public Contract Regulations 2006 (SI 2006 no 5) 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).

VI.4.3) **Service from which information about the lodging of appeals may be obtained:**

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

26.5.2009.