

UK-Folkestone: banking services

2009/S 68-098887

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

Shepway District Council, Civic Centre, Castle Hill Avenue, Contact: Customer Services, Attn: Jayne Whittington, UK-Folkestone CT20 2QY . Tel. +44 1303853237. E-mail: jayne.whittington@shepway.gov.uk. Fax +44 1303853510.

Internet address(es):

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

Address of the buyer profile: http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA1259.

Further information can be obtained at: Shepway District Council, Civic Centre, Castle Hill Avenue, Contact: Customer Services, Attn: Jayne Whittington, UK-Folkestone CT20 2QY . Tel. +44 1303853237. E-mail: jayne.whittington@shepway.gov.uk. Fax +44 1303853510. URL: www.shepway.gov.uk.

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: Shepway District Council, Civic Centre, Castle Hill Avenue, Contact: Customer Services, Attn: Jayne Whittington, UK-Folkestone CT20 2QY . Tel. +44 1303853237. E-mail: jayne.whittington@shepway.gov.uk. Fax +44 1303853510. URL: www.shepway.gov.uk.

Tenders or requests to participate must be sent to: Shepway District Council, Civic Centre, Castle Hill Avenue, Contact: Customer Services, Attn: Jayne Whittington, UK-Folkestone CT20 2QY . Tel. +44 1303853237. E-mail: jayne.whittington@shepway.gov.uk. Fax +44 1303853510. URL: www.shepway.gov.uk.

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

Regional or local authority.

General public services.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

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

Payment Services.

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

Services.

Service category: No 6.

Main place of performance: Within the district of Shepway District Council.

NUTS code: UKJ4.

II.1.3) The notice involves:

A public contract.

II.1.4) Information on framework agreement:

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

Shepway District Council is seeking expressions of interest for the provision of a face to face payment collection service operated by a third party through local post offices, shops and other businesses using, but not limited to, swipe cards and bar-coded accounts.

It is intended this service will be operational by December 2009 and will replace the face to face cashiering service currently operated by the Council at its offices in Folkestone, Hythe, New Romney and Lydd.

Payments will mainly be in relation to council tax, business rates, rents, repayments, penalty charges and other debtors.

Note: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at http://www.myTenders.org/Search/Search_Switch.aspx?ID=61346.

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

66110000.

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

Yes.

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

No.

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

Yes.

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

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

The contract will be for the provision of a minimum of 25 payment points spread across the whole of the District of Shepway and will involve the processing of approximately 83 000 payments per annum.

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).

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 or Bond may be required.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

Any consortium which is awarded a contract must form a legal entity before entering into the contract or each member of the consortium will be jointly and severally liable.

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: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition

presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession.

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.

(6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established.

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met: (1) All candidates will be required to provide a reference from their bank.

(2) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

(3) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.

(4) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met: (1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years.

(2) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;

(3) All candidates will be required to provide certification from an independent body attesting conformity to environmental management standards in accordance with the Community Eco-Management and Audit Scheme (EMAS); or the European standard BS EN ISO 14001.

(4) A statement of the principal goods sold or services provided by the supplier or the services provider in the past 3 years, detailing the dates on which the goods were sold or the services provided; the consideration received; the identity of the person to whom the goods were sold or the services were provided.

(5) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures.

(6) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities.

(7) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

(8) A statement of the technicians or technical services available to the candidate to carry out the work under the contract; or be involved in the production of goods or the provision of services under the contract; particularly those responsible for quality control, whether or not they are independent of the candidate.

(9) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract.

(10) A list of works carried out over the past 5 years, detailing the value of the consideration received; when and where the work or works were carried out; and whether they were carried out according to the rules of the trade or profession and properly completed.

III.2.4) **Reserved contracts:**

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession:**

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

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: 5. Maximum number: 6
Objective criteria for choosing the limited number of candidates: As detailed in the Pre Tender 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:**

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

IV.3.4) **Time-limit for receipt of tenders or requests to participate:**
18.5.2009 - 12:00.

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**
15.6.2009.

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:**

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

VI.3) **ADDITIONAL INFORMATION:**

The initial contract period is for 3 years. There will be the opportunity (at the discretion of the awarding authority) for a further 2 year extension.

(MT Ref:61346).

VI.4) **PROCEDURES FOR APPEAL**

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

Royal Courts of Justice, The Strand, UK-London WC2A 2LL . Tel. +44 2079476000.

Body responsible for mediation procedures:

Royal Courts of Justice, The Strand, UK-London WC2A 2LL . Tel. +44 2079476000.

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

Precise information on deadline(s) for lodging appeals: In accordance with Regulation 47 (Enforcement of Obligations) of The Public Contract Regulations 2006.

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

Royal Courts of Justice, The Strand, UK-London WC2A 2LL . Tel. +44 20279476000.

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

6.4.2009.