

UK-Cheltenham: market research services

2010/S 2-001643

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

Higher Education Statistics Agency Limited (HESA), 95 Promenade, Contact: HESA, Attn: Catherine Benfield, Cheltenham GL50 1HZ , UNITED KINGDOM. Tel. +44 1242211103. E-mail: procurement@hesa.ac.uk. Fax +44 1242211122.

Internet address(es):

General address of the contracting authority: <http://www.hesa.ac.uk>.

Address of the buyer profile: <http://www.hesa.ac.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:

National or federal agency/office.

Education.

The contracting authority is purchasing on behalf of other contracting authorities: no.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

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

Destination of Leavers from Higher Education (DLHE) longitudinal survey.

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

Services.

Service category: No 10.

Main place of performance: Cheltenham, UK.

NUTS code: UKK13.

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):

The requirement is for a contractor to undertake Destination of Leavers from Higher Education surveys. HESA is proposing to offer a 5-year total contract term and would wish the appointed contractor to conduct surveys in 2010, 2012 and 2014 but with an option for HESA to break the contract following the completion of each survey should the availability of future funding or the requirements of policy change. Funding is currently only confirmed for 2010.

Contractors will be required to provide a complete quality assured and documented data-set to HESA for onward analysis.

Further information about previous surveys is available by following this link <http://www.hesa.ac.uk/longdlhe>.

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

79310000, 79311000.

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

No.

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 requirement is for a contractor to undertake Destination of Leavers from Higher Education surveys. HESA is proposing to offer a 5-year total contract term and would wish the appointed contractor to conduct surveys in 2010, 2012 and 2014 but with an option for HESA to break the contract following the completion of each survey should the availability of future funding or the requirements of policy change. Funding is currently only confirmed for 2010.

Contractors will be required to provide a complete quality assured and documented data-set to HESA for onward analysis.

The contract value is estimated to be c 600 000 GBP per survey.

Estimated value excluding VAT: 600 000 GBP.

II.2.2) **Options:**

No.

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

Duration in months: 60 (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:**

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:**

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

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: As stated in the pre-qualification questionnaire which may be obtained from the address in 1.1.

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

Information and formalities necessary for evaluating if requirements are met: As stated in the pre-qualification questionnaire which may be obtained from the address in 1.1.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:
As stated in the pre-qualification questionnaire which may be obtained from the address in 1.1.

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: 4. Maximum number: 6

Objective criteria for choosing the limited number of candidates: HESA is seeking a sustainable, value for money solution. The criteria for the evaluation of PQQs will include (with weighting in brackets):

- Financial strength of bidding organisation – (fail/pass),
- Appropriate insurance cover – (fail/pass),
- The strength of corporate policies including health & safety, environmental and equal opportunities – (fail/pass),
- An evaluation of the compliance policies of the bidder with the Data Protection Act 1998 – (15 %),
- The holding by the bidder of suitable quality assurance certification & policies – (fail/pass),
- Evidence of secure data management including the ability to provide fully encrypted information - (15 %),
- Experience of similar surveys, in particular in the education or employment sectors - (25 %),
- References - (15 %),
- Pricing methodologies proposed – (20 %),
- Value added proposals – (10 %).

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:**

HESA/DLHE/21ctc/2010.

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: 16.2.2010.

Payable documents: no.

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

16.2.2010.

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

26.2.2010.

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 Higher Education Statistics Agency (HESA) is the official agency for the collection, analysis and dissemination of data and quantitative information about higher education. More information about HESA can be found at <http://www.hesa.ac.uk>.

VI.4) **PROCEDURES FOR APPEAL**

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

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

Precise information on deadline(s) for lodging appeals: Information on deadline(s) for lodging appeals: HESA will incorporate a minimum 10 calendar day standstill period from the date information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from HESA before a contract is entered into. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Such additional information should be requested from the Company Secretary, HESA, 95 Promenade, Cheltenham GL50 1HZ. If an appeal regarding the award of a contract is not successfully resolved the Public Contracts Regulations 2006 (SI 2006 No 5) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England).

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

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

4.1.2010.