

UK-London: survey services

2009/S 114-165143

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

Transport for London, Windsor House, 45-50 Victoria Street, Contact: <https://tfl.bravosolution.co.uk>, Attn: Gordon Mclellan, UK-London SW1H 0TL . Tel. +44 7921781482.

Internet address(es):

General address of the contracting authority: Windsor House, 42-50 Victoria Street, London, SW1H 0TL.

Address of the buyer profile: www.tfl.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:

TfL/01798 - London Travel Demand 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: London area bounded by the M25 and London Borough area's outside the M25.

NUTS code: UK.

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):

Transport for London (TfL) Group Planning Department are responsible for planning and implementing a range of transport surveys in the London area. This requirement for a London Travel Demand Survey (LTDS) is in respect of a household travel survey by face-to-face interview, designed to give core information on Londoners' travel behaviour in order to monitor trends in travel demand and provide data to update transport planning tools and databases.

The successful contractor will be required to undertake a household survey, by face-to-face interview. It is estimated that a minimum 8 000 households per annum in the area bounded by the M25 motorway (and

small parts of London boroughs outside the M25) will be targeted. The information to be collected will be a combination of household and person data, and trip data from interviewer-administered one-day travel diaries. The data collected will need to be supplied to TfL by electronic media, in a format to be agreed by TfL. The contract will cover all stages of a typical survey process including, survey and questionnaire design; testing and piloting; fieldwork management; data collection; data entry; coding and editing (including geo-coding of addresses) and database construction and management.

It is envisaged a 2 month pilot survey will be completed prior to the main survey commencement to check the suitability of the questionnaire design and other survey procedures including: recruitment; training and supervision of interviewers; survey briefing; sample issue; checking and quality controls. The main annual survey starts in April each year and preparation to deliver the survey typically starts in January of the same year. In addition to the main LTDS work, other studies and surveys may be required either to support the London Travel Demand Survey project or for general travel and research purposes for either TfL or govt departments. These services will be called off as a contract variation and is included in the estimated overall contract value. The successful contractor may need to sub-contract specialist services for parts of the delivery requirement but must be capable of undertaking the core functional delivery/management requirements.

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

79311000, 79315000, 79311000.

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 awarded for initial 3 year period with an option to extend annually for a further 12 months at the discretion of TfL up to a maximum total contract duration of 5 years.

Estimated value excluding VAT:

Range: between 4 000 000,00 and 6 000 000,00 GBP.

II.2.2) **Options:**

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:**

The authority requirements will be set out in the ITT documentation. The Authority may require a parent company guarantee or other bond.

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

The authority requirements will be set out in the ITT documentation.

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

The authority specific requirement will require that any contract will be entered into by a single legal identity.

Other specific requirements will be detailed in the ITT documentation.

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: Suppliers Instructions How to Express Interest for this requirement:

1. Register your company on the Bravo Solution eSourcing portal (this is only required once).

— Browse to the eSourcing Portal: <https://tfl.bravosolution.co.uk> and click the link to register.

— Accept the terms and conditions and click “continue”.

— Enter your correct business and user details.

— Note the username you chose and click “Save” when complete.

— You will shortly receive an email with your unique password (please keep this secure).

2. Express an Interest in the tender.

— Login to the portal with the username/password.

— Click the “PQQs/ITTs Open To All Suppliers” link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier).

— Click on the relevant PQQ/ITT to access the content.

— Click the “Express Interest” button in the “Actions” box on the left-hand side of the page.

— This will move the PQQ/ITT into your “My PQQs/My ITTs” page. (This is a secure area reserved for your projects only).

— You can now access any attachments by clicking the “Settings and Buyer Attachments” in the “Actions” box.

3. Responding to the tender.

— You can now choose to “Reply” or “Reject” (please give a reason if rejecting).

— You can now use the ‘Messages’ function to communicate with the buyer and seek any clarification.

— Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ITT.

— There may be a mixture of online & offline actions for you to perform (there is detailed online help available).

You must then publish your reply using the publish button in the “Actions” box on the left-hand side of the page.

If you require any further assistance please consult the online help, or contact the Bravo Solutions eTendering help desk Phone: +44 8000112470 or Email: help@bravosolution.co.uk.

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

Information and formalities necessary for evaluating if requirements are met: Specific information is required in a pre-qualification questionnaire (refer to the on-line PQQ questionnaire). Interested parties should note that they may be additionally required to supply copies of at least 3 years of their audited accounts. Services of an independent third party financial assessment agency may also be used.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

Specific information shall be required in a pre-qualification questionnaire and the ITT if invited at a later stage.

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:**

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: 3. Maximum number: 6

Objective criteria for choosing the limited number of candidates: Clear demonstration within the Pre-Qualification Questionnaire of technical and capacity requirements, along with clear demonstration of a stable financial company status. Top six Ranking.

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:

TfL01798 - London Travel Demand Survey.

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: 26.6.2009 - 17:00.

Payable documents: no.

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

1.7.2009 - 13:00.

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

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:

No.

VI.3) ADDITIONAL INFORMATION:

Transport for London places this advertisement on behalf of itself and all its subsidiary companies a current list of which can be found at www.tfl.gov.uk. Other public bodies including all members of the GLA group (The Greater London Authority, London Development Agency, Metropolitan Police Authority, TfL and the London Fire and Emergency Planning Authority), the Metropolitan Police Service and London Boroughs may also use services provided under the contract to which this advertisement relates, if they wish. TfL intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction. Suppliers Instructions How to Express Interest in this Tender:

1. Register your company on the eSourcing portal (this is only required once).
 - Browse to the eSourcing Portal: <https://tfl.bravosolution.co.uk> and click the link to register.
 - Accept the terms and conditions and click “continue”.
 - Enter your correct business and user details.
 - Note the username you chose and click “Save” when complete.
 - You will shortly receive an email with your unique password (please keep this secure).
 2. Express an Interest in the tender.
 - Login to the portal with the username/password.
 - Click the “PQQs/ITTs Open To All Suppliers” link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier).
 - Click on the relevant PQQ/ITT to access the content.
 - Click the “Express Interest” button in the “Actions” box on the left-hand side of the page.
 - This will move the PQQ/ITT into your “My PQQs/My ITTs” page. (This is a secure area reserved for your projects only).
 - You can now access any attachments by clicking the “Settings and Buyer Attachments” in the “Actions” box.
 3. Responding to the tender.
 - You can now choose to “Reply” or “Reject” (please give a reason if rejecting).
 - You can now use the ‘Messages’ function to communicate with the buyer and seek any clarification.
 - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ITT.
 - There may be a mixture of online & offline actions for you to perform (there is detailed online help available).
- You must then publish your reply using the publish button in the “Actions” box on the left-hand side of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk. TfL reserves the right to award the contract in whole or in part or not at all as a result of the tendering competition commenced by this notice. TfL shall not be liable in any circumstances for any costs or expenses incurred by any bidder in responding to this notice. TfL implements the GLA Group Responsible Procurement Policy which outlines the ambition to become leaders in the field of responsible procurement. All discussions and meetings will be conducted in English. Tenders and supporting documents must be priced in sterling and all payments under the contract will be made in sterling. TfL may interview any or all companies who express an interest in tendering for this work.

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: TfL will incorporate a standstill period of at least 10 calendar days when information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from TfL before the contract is entered into. Applications have 2 working days from notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before expiry of the standstill period. Such additional information should be requested from the address in I.1 above. If an appeal regarding the award of a contract has not been 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, Wales and Northern Ireland). Any such action must be brought promptly (generally within three months). If a contract has not been entered into, the court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If a contract has been entered into, the court may only award damages.

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

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

15.6.2009.