

UK-Kingston upon Thames: courier services

2010/S 28-040252

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

Surrey County Council, Penrhyn Road, Attn: Lisa Wynn, Kingston upon Thames KT1 2TW , UNITED KINGDOM. Tel. +44 2085417975. E-mail: lisaw@surreycc.gov.uk.

Internet address(es):

General address of the contracting authority: www.surreycc.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: no.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

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

Tender for the provision of a library delivery service for Surrey libraries.

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

Services.

Service category: No 2.

Main place of performance: County of Surrey and Surrey County Council buildings and offices elsewhere.

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):

Provision of a collection, distribution and returns service for library stock and other materials used by the Surrey library service between libraries and other Surrey County Council Buildings.

II.1.6) Common procurement vocabulary (CPV):

64120000.

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:

No.

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

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

Estimated value excluding VAT: 1 000 000 GBP.

II.2.2) **Options:**

No.

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

Starting: 1.8.2010. Completion: 31.7.2013.

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING TO THE CONTRACT**

III.1.1) **Deposits and guarantees required:**

Any such requirements will be included in the invitation to tender.

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

Any such requirements will be included in the invitation to tender.

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

Any such requirements will be included in the invitation to tender.

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: 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://surrey.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.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met: Any such requirements will be included in the invitation to tender.

Minimum level(s) of standards possibly required: Any such requirements will be included in the invitation to tender.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

Any such requirements will be included in the invitation to tender.

Minimum level(s) of standards possibly required:

Any such requirements will be included in the invitation to tender.

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:

Open.

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

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 below:

1. Price. Weighting: 50.

2. Quality. Weighting: 50.

IV.2.2) An electronic auction will be used:

Yes.

SCC reserves the right to use an electronic auction during the procurement process.

IV.3) ADMINISTRATIVE INFORMATION

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

SPP 0060.

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: 19.3.2010 - 17:00.

Payable documents: no.

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

26.3.2010 - 12:00.

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:**
Duration in days: 90 (from the date stated for receipt of tender).

IV.3.8) **Conditions for opening tenders:**
Date: 29.3.2010 - 09:00.

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) **THIS IS A RECURRENT PROCUREMENT:**

Yes.

Estimated timing for further notices to be published: Contract term 3 years with 2 optional extension periods of 1 year each.

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

No.

VI.3) **ADDITIONAL INFORMATION:**

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.

VI.4) **PROCEDURES FOR APPEAL**

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

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

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

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**
8.2.2010.