

UK-Birmingham: management training services

2009/S 103-148834

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

Birmingham City University, Franchise Street, Perry Barr, Attn: David Wright, UK-Birmingham B42 2SU . Tel. +44 1213315714. E-mail: purchasing@bcu.ac.uk. Fax +44 1213316349.

Internet address(es):

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

Address of the buyer profile: <https://in-tendhost.co.uk/bcu/>.

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:

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:

Leadership and Management Development Programme.

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

Services.

Service category: No 27.

Main place of performance: Birmingham 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):

Birmingham City University is currently embarking on a period of significant organisational change central to which is the requirement that University managers at all levels to build a culture of shared leadership common purpose and community across the University.

We therefore intend to launch a bespoke development programme to expand the learning and development of our managers to equip them across a wide range of disciplines to meet the current and future opportunities and challenges presented by the process of change.

The overall aim of the programme will be to develop the management skills and leadership behaviours of the university's people managers across all academic disciplines and professional service functions to support cultural and organisational change and the delivery of the University's strategic objectives.

The programme should include the following three core elements.

A senior manager's development programme for the University's top executives operating at strategic level supporting the creation a greater sense of One University in University leadership.

A core leadership programme for senior management staff within faculty and professional service department management structures.

A management development programme for first line managers throughout the University.

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

80532000.

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:**

No.

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

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

II.2.2) **Options:**

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

Starting: 1.10.2009.

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: Applicants are required to register on the University's e tendering website at <https://in-tendhost.co.uk/bcu/> a pre-qualification Questionnaire will then be issued via the e-tendering website for the applicant to complete and return via the e-tendering website no later than 1.6.2009 (16:00) Questionnaires will be evaluated by use of a weighting, rating and scoring system to determine those applicants who will be chosen to be included on a Select List of Tenders. It is important that applicants respond to the information requested in an appropriate, clear and concise manner. The Questionnaire document stipulates the economic, financial and technical data required to enable an evaluation of suppliers wishing to participate in this procurement and will seek information including but not limited to the detail at 11.2.1, 11.2.2 & 11.2.3.

Any supplier may be disqualified who:

(a) is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors or who is in any analogous situation arising from a similar procedure under national laws and regulations;

- (b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the court or for an arrangement with creditors or is the subject of any other similar proceedings under national laws or regulations;
- (c) has been convicted of an offence concerning his professional conduct by a judgement which has the force of *res judicata*;
- (d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- (e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;
- (f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;
- (g) is guilty of serious misrepresentation in supplying the information required under the provisions of the Directive on the criteria for qualitative selection;

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met: (a) appropriate statements from bankers;

(b) the submission of the firm's balance sheets or extracts there from, where publication of a balance sheet is required under company law in the country in which the supplier is established;

(c) a statement of the firm's overall turnover and its turnover in respect of the goods to which the contract relates for the previous 3 financial years;

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

Means of proof required.

(a) a list of the principal deliveries effected in the past three years, with the sums, dates and recipients, public or private, involved: in the case of public contracting authorities, evidence to be in the form of certificates issued or countersigned by the competent authority; in the case of private purchasers, delivery to be certified by the purchaser or, failing this, simply declared by the supplier to have been effected;

(b) a description of the firm's technical facilities, its measures for ensuring quality and its study and research facilities;

(c) indication of the technicians or technical bodies involved, whether or not belonging directly to the supplier's firm, especially those responsible for quality control;

(d) samples, description and/or photographs of the products to be supplied, the authenticity of which must be certified if the contracting authority so requests;

(e) certificates drawn up by official quality control institutes or agencies of recognized competence attesting conformity to certain specifications or standards of products clearly identified by references to specifications or standards;

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:

No.

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:**

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:**

DW2009/03.

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: 1.7.2009.

Payable documents:

Price: 172,5 GBP.

Terms and method of payment: Cheque made payable to Birmingham City University for 150 GBP plus VAT Total 172,50 GBP. Cheques to be sent to the address in 1.1 FAO David Wright. Payment is Not required at the Pre Qualification Stage but will be requested in the Tender documents issued to companies who are subsequently shortlisted to tender. Payment will need to be received prior to deadline for receipt of Tenders.

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

1.7.2009.

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:**

In order to be considered for this tender you are required to register on the Universities e-procurement site at <https://in-tendhost.co.uk/bcu/> and then express an interest in the tender. All correspondence MUST be sent via this address. The University will not accept hard copy, email or telephone expressions of interest. Bidders will then be required to complete a Pre Qualification Questionnaire which must be completed and uploaded to the In tend site by 1.7.2009.

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:**

28.5.2009.