

UK-Belfast: office supplies

2009/S 233-333496

CONTRACT NOTICE – UTILITIES

Supplies

SECTION I: CONTRACTING ENTITY

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

Translink, 3 Milewater Road, Attn: Michelle Carlisle, UK-Belfast BT3 9BG . Tel. +44 2890354029. E-mail: michelle.carlisle@translink.co.uk. Fax +44 2890743523.

Internet address(es):

General address of the contracting entity: www.translink.co.uk and www.e-sourcingni.bravosolution.co.uk.

Further information can be obtained at: As in above-mentioned contact point(s).

Specifications and additional documents (including documents for 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) MAIN ACTIVITY OR ACTIVITIES OF THE CONTRACTING ENTITY:

Railway services

Urban railway, tramway, trolleybus or bus services.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

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

Supply and Delivery of Office Supplies.

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

Supplies.

Purchase.

Main place of delivery: Northern Ireland.

NUTS code: UKN.

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):

Translink, comprising of Northern Ireland Railways, Metro and Ulsterbus is the all embracing title for the integrated public transport operations in Northern Ireland. Translink requires a competent contractor to supply and deliver its office supplies requirements to all Northern Ireland locations across its network i.e. stations, offices, garages in a cost effective manner and within guaranteed time frames from receipt of order. Offices supplies requirements include a full range of stationery items such as pens, pencils, notepads, post-it notes, labels, envelopes, files, desktop accessories, etc; printer and fax consumables; and IT consumables such as desktop computer accessories, disk storage, CD's, DVD's, etc. The initial contract will be for a period of 3 years with options to extend for a further 2 periods of 1 year each.

II.1.6) Common procurement vocabulary (CPV):

30192000, 30192700.

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:**

See II.1.5.

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:**

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 grouping 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: Please refer to www.e-sourcingni.bravosolution.co.uk.

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

Please refer to www.e-sourcingni.bravosolution.co.uk.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met: Please refer to www.e-sourcingni.bravosolution.co.uk.

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 persons 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:**

Negotiated

Candidates have already been selected: no.

IV.2) **AWARD CRITERIA**

IV.2.1) **Award criteria:**

The most economically advantageous tender in terms of the criteria stated in the specifications or in the invitation to tender or to negotiate.

IV.2.2) **An electronic auction will be used:**

No.

IV.3) **ADMINISTRATIVE INFORMATION**

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

008/0060/09.

IV.3.2) **Previous publication concerning the same contract:**

No.

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

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

26.1.2010 - 15:00.

IV.3.5) **Language(s) in which tenders or requests to participate may be drawn up:**

English.

Other: 1. Browse to the eSourcing Portal: www.e-sourcingni.bravosolution.co.uk

2. Click the "Click here to register" link

3. Accept the terms and conditions and click "continue"

4. Enter your correct business and user details

5. Note the username you chose and click "Save" when complete

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

7. Login to the portal with the username/password

8. Click the "PQQ's Open to All Suppliers" link. (These are PQQ's open to any Registered supplier).

9. Click on the relevant PQQ to access the content

10. Click the "Express Interest" button in the "Actions" box on the left-hand side of The page. This will move the PQQ over to the "My PQQ's" page. (This is a secure area. Reserved for your Projects only).

11. Click on the PQQ code, you can now access any attachments by clicking the "Settings and Buyer Attachments" in the "Actions" box on the left-hand side of the. Page.

12. You can now choose to "Reply" or "Reject" (please give a reason if rejecting)

13. Note the deadline for completion, then follow the onscreen instructions to Complete the PQQ.

If you require any further assistance the BravoSolution help desk is available Mon –.

Fri (8:00 – 18:00) on:

— Email: help@bravosolution.co.uk,

— Phone: 0800 368 4850 / Fax: 020 7080 0480.

N.B.: Do not leave completing your PQQ / itt response until the last minute, late responses shall be rejected.

IV.3.6) **Minimum time frame during which the tenderer must maintain the tender:**

IV.3.7) **Conditions for opening tenders:**

SECTION VI: COMPLEMENTARY INFORMATION

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

No.

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

No.

VI.3) **ADDITIONAL INFORMATION:**

1. Browse to the eSourcing Portal: www.e-sourcingni.bravosolution.co.uk
2. Click the "Click here to register" link
3. Accept the terms and conditions and click "continue"
4. Enter your correct business and user details
5. Note the username you chose and click "Save" when complete
6. You will shortly receive an email with your unique password (please keep this Secure).
7. Login to the portal with the username/password
8. Click the "PQQ's Open to All Suppliers" link. (These are PQQs open to any Registered supplier).
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VI.4) **PROCEDURES FOR APPEAL**

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

Please see section VI.4.2.

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

Precise information on deadline(s) for lodging appeals: Translink will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to Tenderers. This period allows unsuccessful Tenderers to seek further debriefing from the contracting authority before the 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 required from see section I.1.

If an appeal regarding the award of a contract has not been successfully resolved the Utilities Contracts Regulations 2006 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 3 months). Where 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 the contract has been entered into the Court may only award damages. [The purpose of the standstill period referred to above is to allow parties to apply to the Courts to set aside the award decision before the contract is entered into.

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

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

30.11.2009.