

UK-London: printing and related services

2009/S 30-044194

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

London Borough of Hammersmith and Fulham, Communications Department, Town Hall, King Street, Hammersmith, Attn: Mr Peter Kiberd, UK-London W6 9JU . Tel. +44 2087533653. E-mail: peter.kiberd@lbhf.gov.uk.

Internet address(es):

General address of the contracting authority: <http://www.lbhf.gov.uk/>.

Address of the buyer profile: [http://www.lbhf.gov.uk/Directory/Business/Tenders and contracts/Buyer profile](http://www.lbhf.gov.uk/Directory/Business/Tenders%20and%20contracts/Buyer%20profile).

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:

Contract for Provision of Variable Data Printing & Mailing services.

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

Services.

Service category: No 15.

Main place of performance: Within the London Borough of Hammersmith & Fulham.

NUTS code: UKI1.

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):

Printing, collation, enveloping and despatch of Council Tax, Business(NDR) Rates, Housing benefit documents, Finance Dept documents, Payslips & statutory related certificates (eg P60's) and Rent letters together with enclosures. The fundamental objective for the Service is that documents must be produced quickly, accurately and be despatched promptly, all strictly in accordance with the specification since this service relates directly to administration of local taxes, benefits and housing. The main business requirements can be summarised as follows:

- a) The Services must include a full design and document set facility, with the Contracting Authority able to specify changes to documents and set up new ones at short notice.
- b) There must be an electronic method of transferring data by use of a secure website. The Contracting Authority does not wish to use CD's or encrypted e-mail.
- c) Data must be kept secure at all times and never used for any other purpose.
- d) Printing must be consistently fast and accurate.
- e) The Services are to include matching, walksorting, folding the documents, electronic notifications and/or enclosing them with enclosures into envelopes and mailing out to designated addressees. Applicants must have a proven track record of providing ALL of these services 'in house'. The Contracting Authority will not permit the sub-contracting of any of these services.

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

79800000, 79811000, 79824000, 22820000, 22822000.

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

No.

II.1.8) **Division into lots:**

II.1.9) **Variants will be accepted:**

No.

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

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

Printing, enveloping and despatch of Council Tax, Business Rates, Rent letters, finance documents, Payslips and Benefit documents together with enclosures. Printing, publishing and related services. Printing services. Printing services for forms. Printing and delivery services. Business forms.

Estimated value excluding VAT:

Range: between 150 000 and 300 000 GBP.

II.2.2) **Options:**

Yes.

Description of these options: The contract will contain provision for its extension for two (2) further years on an annual basis.

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:**

The Contracting Authority reserves the right to require deposits, guarantees or other forms of security.

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

Payments will be made in accordance with the standard terms of payment detailed in the tender documents.

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

Joint and several liability.

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: As set out in Articles 45-46 of Directive 2004/18/EC. Economic operators will be required to complete a Pre-Qualification Questionnaire (PQQ), part of which will include their personal situation.
- III.2.2) **Economic and financial capacity:**
Information and formalities necessary for evaluating if requirements are met: Economic operators will be required to complete a PQQ, part of which will include information on their economic and financial capacity. Minimum level(s) of standards possibly required: As set out in Article 47 of Directive 2004/18/EC.
- III.2.3) **Technical capacity:**
Information and formalities necessary for evaluating if requirements are met: Economic operators will be required to complete a PQQ, part of which will include information on their technical and professional ability, and quality assurance standards.
Minimum level(s) of standards possibly required: As set out in Articles 48 & 49 of Directive 2004/18/EC.
- 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:**
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: 5. Maximum number: 6.
- 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:**
- IV.3.2) **Previous publication(s) concerning the same contract:**
No.
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**
Payable documents: no.
- IV.3.4) **Time-limit for receipt of tenders or requests to participate:**
13.3.2009 - 16:00.

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**
17.4.2009.

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:**

Yes.

Estimated timing for further notices to be published: 2011-2012.

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

No.

VI.3) **ADDITIONAL INFORMATION:**

Economic entities must request a copy of the Pre-Qualification Questionnaire (PQQ) (referred to in III.2.1, III.2.2 & III.2.3 above) to ensure that it is returned to the address in I.1 on or before 12:00 noon on 13.3.2009 (in accordance with the instructions contained in it). Failure to complete and return the PQQ in the prescribed manner will lead to the application being rejected. Economic operators should make themselves familiar with the appropriate guidance and / codes of practice that are currently in force and issued by the "Equality and Human Rights Commission" (<http://www.equalityhumanrights.com/>) statutory commissions set up by the UK Government (previously there were 3 bodies:

(a) the Commission for Racial Equality;

(b) the Equal Opportunities Commission;

(c) the Disability Rights Commission. The contract is expected to commence in August 2009 and run for a period of 3 years, with the option of 2 further 1 year extensions up to 2013. Workforce-related information: The variable data printing service is currently provided by H & F Bridge Partnership Ltd (HFBP), who is the Council's ICT partner. The Contracting Authority's view is that the provisions of the Acquired Rights Directive 1978 and the UK's Transfer of Undertaking (Protection of Employment) Regulations 2006 (referred to as ARD/TUPE) apply to the transfer of this service. Those economic operators invited to tender will therefore need to demonstrate to the Contracting Authority that their bid complies with the ARD/TUPE Regulations and that they are able to provide a broadly comparable pension to the transferring employees; where organisations wish, or where they do not have a broadly comparable scheme to offer, the Contracting Authority will consider allowing admitted status to the Local Government Pension Scheme. The Contracting Authority is not liable for any costs incurred by those expressing an interest in this contract opportunity.

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: The London Borough of Hammersmith and Fulham 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 the contact point in I.1. If an appeal regarding the award of the contract has not been successfully resolved in the United Kingdom's 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 3 months). Where a contract has not been entered into the Court may order the setting aside of the award decision or other the authority to 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:**
11.2.2009.