

UK-London: reception services

2009/S 123-179896

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

London South Bank University, 103 Borough Road, Contact: Penny Green, Attn: Penny Green, UK-London SE1 0AA . Tel. +44 2078156368. E-mail: greenp7@lsbu.ac.uk. Fax +44 2078156888.

Internet address(es):

General address of the contracting authority: www.lsbu.ac.uk.

Address of the buyer profile: www.lsbu.ac.uk/about/suppliers.

Further information can be obtained at: Not by post but from our etender website:<https://www.in-tendhost.co.uk/londonsouthbankuniversity>. URL: <https://in-tendhost.co.uk/londonsouthbankuniversity/>.

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: Not by post but from our etender website:<https://www.in-tendhost.co.uk/londonsouthbankuniversity>. URL: <https://www.in-tendhost.co.uk/londonsouthbankuniversity>.

Tenders or requests to participate must be sent to: Not by post but from our etender website:<https://www.in-tendhost.co.uk/londonsouthbankuniversity>. URL: <https://www.in-tendhost.co.uk/londonsouthbankuniversity>.

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Body governed by public law.

Education.

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:

UK-London: 09-002 reception services.

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: Buildings at various addresses in Greater London.

NUTS code: UKI.

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 high quality customer and public facing reception services for University managed buildings.

II.1.6) Common procurement vocabulary (CPV):

79992000.

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:**

Values are estimated for the entire contract period, inclusive of any extension options.

Estimated value excluding VAT:

Range: between 3 000 000 and 4 000 000 GBP.

II.2.2) **Options:**

Yes.

Description of these options: The duration of contract includes an option to extend the contract for 2 x 12 months at the University's discretion.

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

Starting: 1.2.2010. Completion: 31.7.2015.

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

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

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

A performance bond and/or a parent company guarantee may be required. See PQQ and tender documentation for further details.

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

As detailed in the PQQ and tender documentation.

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

The University reserves the right to require bidders to take legal form, or to require 1 party to take primary liability or to require that each party takes joint and several liability. See PQQ and tender documentation for further details.

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

Yes.

As detailed in the PQQ and tender documentation.

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: (a) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or 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 of an arrangement with creditors or of any other similar proceedings under national laws and regulations;

(c) has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;

- (d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;
 - (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 with 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 with those of the country of the contracting authority;
 - (g) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;
 - (h) has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA;
 - (i) has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26.5.1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively;
 - (j) has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;
 - (k) has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10.6.1991 on prevention of the use of the financial system for the purpose of money laundering.
- See PQQ and tender documentation for full details.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met: (a) appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance;

(b) the presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established;

(c) a statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last 3 financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.

See PQQ and tender documentation for full details.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

(b) a list of the principal deliveries effected or the main services provided in the past 3 years, with the sums, dates and recipients, whether public or private, involved. Evidence of delivery and services provided shall be given: - where the recipient was a contracting authority, in the form of certificates issued or countersigned by the competent authority, - where the recipient was a private purchaser, by the purchaser's certification or, failing this, simply by a declaration by the economic operator;

(c) an indication of the technicians or technical bodies involved, whether or not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work;

(d) a description of the technical facilities and measures used by the supplier or service provider for ensuring quality and the undertaking's study and research facilities;

(f) the educational and professional qualifications of the service provider or contractor and/or those of the undertaking's managerial staff and, in particular, those of the person or persons responsible for providing the services or managing the work;

(h) a statement of the average annual manpower of the service provider or contractor and the number of managerial staff for the last 3 years;

- (i) a statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract;
- (j) an indication of the proportion of the contract which the services provider intends possibly to subcontract;
See PQQ and tender documentation for full details.

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:**

No.

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:**

Accelerated restricted.

Justification for the choice of accelerated procedure: In line with the advice of the Commission, the exceptional nature of the current economic situation and financial crisis is the justification for the use of the accelerated procedure in this instance.

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

Envisaged minimum number: 5. Maximum number: 10

Objective criteria for choosing the limited number of candidates: The University intends to invite 5 - 10 candidates on the basis of order of ranking. The objective criteria that will be used to rank candidates are as follows:

Financial Standing, Technical Ability and Resources, Experience, Health and Safety, Quality Assurance, Equality and Diversity and Sustainability, Insurance and Company Status.

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:**

09-002 Reception Services.

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:**

13.7.2009 - 14:00.

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**
31.7.2009.

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:**

Date: 8.9.2009 - 15:00.

Persons authorised to be present at the opening of tenders: yes.

Authorised personnel from Corporate Procurement Unit, project team and Vice-Chancellor's representative.

SECTION VI: COMPLEMENTARY INFORMATION

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

No.

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

No.

VI.3) **ADDITIONAL INFORMATION:**

Under IV.3.4 the timescales for submitting PQQs is 14:00, in accordance with the eTender system's server time.

Under IV.3.5 the date of ITT dispatch is an estimated guideline only.

Under IV.3.8, the opening of tenders relates to the ITT response documents and is an estimated date only.

The contract duration under II.3 includes 2 potential 12 month extension periods.

The anticipated service delivery start date is 1.2.2009. Further information will be provided in the tender documentation.

The range provided in II.2.2 is an estimated guideline only.

The ITT will incorporate a range of criteria for evaluation including the extent services offered represent value for money and affordability.

Other information.

The University classifies this contract as a contract in respect of Part B services, and is therefore not required to advertise in the Official Journal. To increase competition and to ensure that the procurement process is conducted in an open, transparent and fair manner, the contract is to be awarded adopting the spirit of the Public Procurement Regime.

The submission of this notice is not an indication that the University considers the contract to be a Part A service and accordingly the University shall not be restricted to those Regulations which are exclusively applicable to Part A services.

The contract shall be as a contract made in England and according to English Law and subject to the exclusive jurisdiction of the English Courts.

Tenders and all supporting documents must be priced in sterling and all contract payments will be made in sterling. All discussion and/or meetings will be conducted in English.

The contracting authority reserves the right not to make any award and reserves the right to accept all or part of any tender unless the tenderer expressly stipulates otherwise in the tender.

The Freedom of Information Act (FOI) 2000 which came into force on 1.1.2005 applies to the contracting authority. If any tenderer considers that any information supplied by them is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to FOI requests, be examined in light of exemptions provided for in the Act.

GO reference: GO 09063012/01.

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:**

30.6.2009.