

**United Kingdom-Norwich: Guard services**  
**OJ S 4/2014 07/01/2014**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Norfolk Educational Services  
Postal address: Norwich City College of Further and Higher Education, Ipswich Road  
Town: Norwich  
Postal code: NR2 2LJ  
Country: United Kingdom  
Contact person: Mike Welch, Allison Parkinson  
For the attention of: Procurement Team  
E-mail: [procurement@ccn.ac.uk](mailto:procurement@ccn.ac.uk)  
Telephone: +44 1603773144  
Fax: +44 1603773082

**Internet address(es):**

General address of the contracting authority: <http://www.tengroup.org.uk/>  
Address of the buyer profile: <https://in-tendorganiser.co.uk/fe/asp/ITLogin.aspx>

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

**I.2. Type of the contracting authority**

Other: Public Sector supplier of shared services to TEN Group members

**I.3. Main activity**

Education

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: yes  
Official name: City College Norwich, City Academy Norwich, Wayland Academy, Fakenham Academy, Attleborough Academy

**Section II: Object of the contract**

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**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

Norfolk Educational Services - Security and Caretaking Services.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 23: Investigation and security services, except armoured car services

NUTS code UKH13 Norfolk

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

The notice involves a public contract

**II.1.4. Information about framework agreement**

**II.1.5. Short description of the contract or purchase(s)**

Norfolk Educational Services (NES) is looking to procure security and caretaking services for the Transforming Education in Norfolk (TEN) Group. All services will be required at the City College Norwich (NR2 2LJ) site though ad-hoc services may be required at other member sites as required. Contract to commence 1.8.14.

**II.1.6. CPV code(s)**

79713000 Guard services, 79711000 Alarm-monitoring services, 79715000 Patrol services, 98341140 Caretaker services

**II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

**II.1.8. Lots**

This contract is divided into lots: no

**II.1.9. Information about variants**

Variants will be accepted: no

**II.2. Scope of the procurement**

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

Estimated value excluding VAT:

Range: between 1 200 000 and 2 000 000 GBP

**II.2.2. Information about options**

Options: yes

Description of options: The contract will be for an initial period of thirty six months (36) with options (to be exercisable under contract) to extend the contract for up to two (2) periods each of a further twelve (12) months depending on business needs.

**II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 2

**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**

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**III.1. Conditions related 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 governing 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. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Details to be provided in the Invitation to Tender.

### **III.2. Conditions for participation**

#### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: In accordance with Articles 45 and 46 of Directive 2004/18/EC and Regulation 23 of the Public Contracts Regulations 2006, as set out in the Pre-Qualification Questionnaire available from the address in section I.1 and other tender documents.

#### **III.2.2. Economic and financial ability**

List and brief description of conditions: In accordance with Article 47 of Directive 2004/18/EC and Regulation 24 of the Public Contracts Regulations 2006, as set out in the Pre-Qualification Questionnaire available from the address specified in Section I.1.

#### **III.2.3. Technical and professional ability**

List and brief description of conditions:

In accordance with Article 48 of Directive 2004/18/EC and Regulation 25 of the Public Contracts Regulations 2006, as set out in the Pre-Qualification Questionnaire.

#### **III.2.4. Information about reserved contracts**

### **III.3. Conditions specific to services contracts**

#### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

#### **III.3.2. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Restricted

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates: The highest scoring 5 candidates that also pass the mandatory pass/fail questions in the Selection Questionnaire will be invited to tender. In the event of a tie, those scoring highest in the most heavily weighted question will proceed. If there is still a tie, then those who received the highest score in the second most heavily weighted question will proceed. This methodology will continue to be applied until there ceases to be a tie. In the event that 2 or more bidders are still tied then all of those bidders will be invited to tender.

**IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

**IV.2. Award criteria**

**IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

**IV.2.2. Information about electronic auction**

An electronic auction will be used: no

**IV.3. Administrative information**

**IV.3.1. File reference number attributed by the contracting authority**

NES CS1006

**IV.3.2. Previous publication concerning this procedure**

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**

3.2.2014

**IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

**IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

**IV.3.8. Conditions for opening of tenders**

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

**VI.3. Additional information**

PQQs and ITTs will be issued and should be returned via the In-tend electronic tendering system. Suppliers must register with In-tend in order to access the system and documentation. Please follow the link: <https://in-tendhost.co.uk/fe/asp/Home> in order to do so. Tenders and all supporting documentation must be in English or a full translation provided at no cost to the contracting authority. Tenderers should note that any contract awarded will be subject to English law and the jurisdiction of the English courts. All bid prices must be in sterling.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Please refer to VI.4.2

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: NES will allow a standstill period at the point the decision regarding the award of the contract is communicated to tenderers. The standstill period shall be in accordance with Regulation 32A of the Public Contracts Regulations 2006 (as amended).

##### **VI.4.3. Service from which information about the review procedure may be obtained**

##### **VI.5. Date of dispatch of this notice**

3.1.2014