

UK-Ewell: Photocopying equipment  
OJ S 21/2013 30/01/2013  
Contract notice  
Services

Directive 2004/18/EC

## Section I: Contracting authority

---

### I.1. Name and addresses

Official name: Glyn School  
Postal address: The Kingsway  
Town: Ewell  
Postal code: KT17 1NB  
Country: United Kingdom  
For the attention of: Rob Yems  
E-mail: [contact@fasnabuyingclub.org.uk](mailto:contact@fasnabuyingclub.org.uk)

#### Internet address(es):

General address of the contracting authority: <http://www.glynschool.org/>  
Address of the buyer profile: <https://in-tendhost.co.uk/schoolsbuyingclub>

#### 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

Body governed by public law

### 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: no

## Section II: Object of the contract

---

### II.1. Description

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

SBC/10113 - The Glyn School - MFD

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

Services

Service category No 7: Computer and related services

Main site or place of performance: Glyn School

The Kingsway

Ewell

Surrey

KT17 1NB

NUTS code UKI22 Outer London - South

**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)**

The Glyn School an Academy with approximately 1600 pupils on roll are seeking to renew their photocopying estate and maintenance/service agreement.

This tender and all subsequent documentation will be managed online, where documents can be made available instantaneously via the secure SBC tendering portal. In the first instance please visit <https://in-tendhost.co.uk/schoolsbuyingclub>

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

30121200 Photocopying equipment, 79521000 Photocopying 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**

The Glyn School an Academy with approximately 1 600 pupils on roll are seeking to renew their photocopying estate. The school seek to upgrade current photocopy assets in a view to removing localised print requirements, the services will also include the provision of a maintenance/service agreement for the entire duration of the contract.

This tender and all subsequent documentation will be managed online, where documents can be made available instantaneously via the secure SBC tendering portal. In the first instance please visit <https://in-tendhost.co.uk/schoolsbuyingclub>

**II.2.2. Information about options**

**II.2.3. Information about renewals**

**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 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**

#### **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: As detailed in the tender documentation.

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

List and brief description of conditions: As detailed in the tender documentation.

Minimum level(s) of standards possibly required: As detailed in the tender documentation.

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

List and brief description of conditions:

As detailed in the tender documentation.

Minimum level(s) of standards possibly required:

As detailed in the tender documentation.

##### **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**

---

#### **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 minimum number 5: and Maximum number 10

Objective criteria for choosing the limited number of candidates: As detailed in the tender documentation.

##### **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**

##### **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**

SBC/10113

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

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: 25.2.2013 - 16:00

Payable documents: no

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

26.2.2013 - 16:00

**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**

Date: 26.2.2013 - 16:00

**Section VI: Complementary information**

---

**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**

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

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

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

26.1.2013