

United Kingdom-Derby: Hire of passenger transport vehicles with driver

OJ S 31/2016 13/02/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Derby College

Postal address: Johnson Building, Pride Park

Town: Derby

Postal code: DE24 8PU

Country: United Kingdom

E-mail: Rosamund.Smith@derby-college.ac.uk**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**

Ministry or any other national or federal authority, including their regional or local subdivisions

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**

Provision of College Shuttle Bus Service.

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

Services

Service category No 2: Land transport services [2], including armoured car services, and courier services, except transport of mail

Main site or place of performance: Derbyshire.

NUTS code

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

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement**II.1.5.**

Short description of the contract or purchase(s)

The provision of a shuttle bus service to transport students of Derby College to the College from various locations in Derbyshire.

II.1.6. CPV code(s)

60170000 Hire of passenger transport vehicles with driver

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

II.2.2. Information about options

II.2.3. Information about renewals

II.3. Duration of the contract or time limit for completion

Start 1.8.2016. Completion 31.7.2019

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

III.2.2. Economic and financial ability

III.2.3. Technical and professional ability

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

Open

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

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

PR105

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

8.4.2016

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

Duration in days: 120 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 8.4.2016

Place:

Derby College

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

Information about authorised persons and opening procedure: Derby College staff.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 30 months.

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

E-tendering is a suite of collaborative, web-based tools that enable procurement professionals and economic operators to conduct the strategic activities of the procurement lifecycle over the internet. It provides a simple, secure and efficient means for managing procurement activities, reducing time and effort required for both buyers and economic operators.

The College uses an e-tender system provided and hosted by In-Tend Ltd. In-Tend Ltd is a University of Sheffield subsidiary organisation which provides procurement services to public and private sector organisations.

The economic operator's attention is drawn to the Step by Step Supplier Guide which explains how to register on the system and ultimately manage the procurement process from an economic operator's perspective.

The Step by Step Supplier Guide is provided with the suite of tender documents associated with this tender, but can also be downloaded from the In-Tend website by following the instructions below:

- i) Visit <http://in-tendhost.co.uk/fe>
- ii) Click on the 'Guidance for Suppliers' Tab.
- iii) Download document entitled 'Supplier E-Tendering Guide.doc'

Economic Operators wanting to take part in this tender process must register on the In-Tend system and manage the process via this system.

All tender submissions must be returned via the In-Tend system, using the 'My Tender Return' section of the website. The College is unable to accept tender submissions in hard copy format or via fax or email. Tender submissions received in this manner will be disqualified from the tender process.

Economic Operators should note the following:

- It is the economic operator's responsibility to ensure that a copy of ALL documentation is retained by the operator prior to any submission.
- Ensure that no attachments uploaded to the e-tender system possess any software virus that prevents the College opening the documents post-deadline. Ensure also that any software media / file types used are commonplace to the College (e.g. Word, PDF, Excel) and that file types are not corrupt when uploaded. It is always recommended to present documents in a PDF format to avoid such issues. The College reserves the right to disqualify any tender submission which cannot be opened (for the reasons discussed) post-deadline.
- It is the economic operator's responsibility to maintain an 'active' tender account throughout the process. Accounts tend to become inactive if an operator mistakenly keys-in an incorrect password several times. It is not the responsibility of the College to monitor the status of tenderer accounts. Please be aware that any tender communications may not be available to view if an account is inactive. In the first instance, please contact In-Tend Ltd direct to get the account re-instated. It is required that the economic operator regularly checks the status of their tender accounts during a procurement. The College is not responsible for any missed communications (or the consequences) due to inactive accounts.

— All technical queries regarding the e-tender system should be directed to the In-Tend Support Desk, the contact details of which are as follows:

o Tel: 0844 272 8810

o Email: support@in-tend.co.uk

VI.4. Procedures for review

VI.4.1. Review body

Official name: Derby College

Postal address: Johnson Building, Locomotive Way

Town: Derby

Postal code: DE24 8PU

Country: United Kingdom

E-mail: rosamund.smith@derby-college.ac.uk

Body responsible for mediation procedures

Official name: Derby College

Postal address: Johnson Building, Locomotive Way

Town: Derby

Postal code: DE24 8PU

Country: United Kingdom

E-mail: rosamund.smith@derby-college.ac.uk

VI.4.2. Review procedure

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

Official name: Derby College

Postal address: Johnson Building, Locomotive Way

Town: Derby

Postal code: DE24 8PU

Country: United Kingdom

E-mail: rosamund.smith@derby-college.ac.uk

VI.5. Date of dispatch of this notice

12.2.2016