

UK-Theale: archiving services

OJ S 35/2012 21/02/2012

Contract notice

Services

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: Berkshire Shared Services

Postal address: Unit 7, Ely Road

Town: Theale

Postal code: RG7 4BQ

Country: United Kingdom

Contact person: Please see 111.2

For the attention of: Jennifer Hykin

E-mail: [jennifer.hykin@berkshire.nhs.uk](mailto:jennifer.hykin@berkshire.nhs.uk)

Telephone: +44 1189167973

Fax: +44 1189167972

**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: NHS Trust

### I.3. Main activity

Health

### 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

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### II.1. Description

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

UK- Theale - offsite document storage.

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

Services

Service category No 27: Other services

Main site or place of performance: Berkshire.

NUTS code UKJ11 Berkshire

#### 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**

Framework agreement with a single operator

##### **Duration of the framework agreement**

Duration in years: 3

##### **Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT:

Range: between 150 000 and 600 000 GBP

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

The secure storage, retrieval and delivery of boxes.

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

79995100 Archiving 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**

#### **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 150 000 and 600 000 GBP

#### **II.2.2. Information about options**

Options: yes

Description of options: Option to extend for a further 12 months.

#### **II.2.3. Information about renewals**

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

## **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**

We have the right to require deposits and guarantees.

#### **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: Suppliers instructions how to express interest in this tender:

1. Register your company on the eSourcing portal (this is only required once),
  - Browse to the eSourcing Portal: [https://bss.bravosolution.co.uk/web\\_bss/login.shtml](https://bss.bravosolution.co.uk/web_bss/login.shtml) and click the link to register,
  - Accept the terms and conditions and click 'continue',
  - Enter your correct business and user details,
  - Note the username you chose and click 'Save' when complete,
  - You will shortly receive an e-mail with your unique password (please keep this secure).
2. Express an interest in the tender:
  - Login to the portal with the username/password,
  - Click the 'PQQs / ITTs Open To All Suppliers' link. (These are pre-qualification questionnaires or invitations to tender open to any registered supplier),
  - Click on the relevant PQQ/ ITT to access the content,
  - Click the 'Express Interest' button at the top of the page,
  - This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only),
  - You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box.
3. Responding to the tender:
  - Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining),
  - You can now use the 'Messages' function to communicate with the buyer and seek any clarification,
  - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT,
  - There may be a mixture of online & offline actions for you to perform (there is detailed online help available). You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.

### **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**

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

## **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 minimum number 5: and Maximum number 8

Objective criteria for choosing the limited number of candidates: Evaluations will be based on pre-qualification questionnaire responses.

**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**

BSS 0375

**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: 19.3.2012 - 10:00

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

19.3.2012 - 10:00

**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**

**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**

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.

**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**

16.2.2012