

UK-Aberdeen: photocopying services

OJ S 48/2012 09/03/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Aberdeen College

Postal address: Gallowgate

Town: Aberdeen

Postal code: AB25 1BN

Country: United Kingdom

Contact person: Purchasing

For the attention of: Colin Brodie

E-mail: c.brodie@abcol.ac.uk

Telephone: +44 1224612000

Fax: +44 1224612001

Internet address(es):

General address of the contracting authority: <http://www.abcol.ac.uk>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00438

Additional information can be obtained from:

Official name: Aberdeen College

Postal address: Gallowgate

Town: Aberdeen

Postal code: AB25 1BN

Country: United Kingdom

Contact person: Purchasing

For the attention of: Colin Brodie

E-mail: c.brodie@abcol.ac.uk

Telephone: +44 1224612000

Fax: +44 1224612001

Internet address: <http://www.abcol.ac.uk>

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

Official name: Aberdeen College

Postal address: Gallowgate

Town: Aberdeen

Postal code: AB25 1BN

Country: United Kingdom

Contact person: Purchasing

For the attention of: Colin Brodie

E-mail: c.brodie@abcol.ac.uk

Telephone: +44 1224612000

Fax: +44 1224612001

Internet address: <http://www.abcol.ac.uk>

Tenders or requests to participate must be submitted: Official name: Aberdeen College
Postal address: Gallowgate
Town: Aberdeen
Postal code: AB25 1BN
Country: United Kingdom
Contact person: Principals Office
For the attention of: Pamea Kesson
Telephone: +44 1224612000
Fax: +44 1224612001
Internet address: <http://www.abcol.ac.uk>

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

Offsite photocopying services.

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

Services

Service category No 15: Publishing and printing services on a fee or contract basis

Main site or place of performance: Aberdeen, Scotland.

NUTS code UKM50 Aberdeen City and Aberdeenshire

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)

3 year contract to provide an off site reprographics service to the college.

Note: to register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland web site at http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=223115.

II.1.6. CPV code(s)

79521000 Photocopying services

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

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

3 year contract to provide offsite reprographics of primarily B&W A4 photocopies from either electronic media or hard copy.

Estimated value excluding VAT: 240 000 GBP

II.2.2. Information about options

Options: yes

Description of options: Option to extend the contract for a further 2 years.

Provisional timetable for recourse to these options:

in months: 34 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 1

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 24 (from the award of the contract)

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

Start 1.8.2012. Completion 31.7.2015

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

The performance of the contract is subject to particular conditions: no

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: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent;

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process;

(3) All candidates will be required to produce a certificate or declaration demonstrating that

they have not been convicted of a criminal offence relating to the conduct of their business or profession;

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession;

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register;

(6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process;

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation;

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established;

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

III.2.2. Economic and financial ability

List and brief description of conditions: (1) All candidates will be required to provide evidence of relevant professional risk indemnity insurance;

(2) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice;

(3) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

III.2.3. Technical and professional ability

List and brief description of conditions:

(1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years;

(2) All candidates will be required to provide certification drawn up by an independent body attesting the compliance of the economic operator with quality assurance standards based on the relevant European standards;

(3) Certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to specifications or standards;

(4) A statement of the principal goods sold or services provided by the supplier or the services provider in the past 3 years, detailing the dates on which the goods were sold or the services provided; the consideration received; the identity of the person to whom the goods were sold or the services were provided;

(5) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures;

(6) A statement of the candidate's technical facilities; measures for ensuring quality; and their

study and research facilities;

(7) An indication of the proportion of the contract which the services provider intends possibly to subcontract;

(8) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract;

(9) A list of works carried out over the past 5 years, detailing the value of the consideration received; when and where the work or works were carried out; and whether they were carried out according to the rules of the trade or profession and properly completed.

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

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 9

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

OPS-12

IV.3.2. Previous publication concerning this procedure

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: 16.4.2012

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

16.4.2012 - 17:00

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

23.4.2012

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

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: Every 3 years.

VI.2. Information about European Union funds

VI.3. Additional information

(SC Ref:223115).

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

8.3.2012