

United Kingdom-Reading: IT services: consulting, software development, Internet and support  
OJ S 51/2016 12/03/2016

Contract notice  
Services

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: Little Heath School  
Postal address: Little Heath Road, Tilehurst  
Town: Reading  
Postal code: RG31 5TY  
Country: United Kingdom  
For the attention of: Luke Wood  
E-mail: [luke.wood@tenetservices.com](mailto:luke.wood@tenetservices.com)

#### Internet address(es):

General address of the contracting authority: <http://www.littleheath.org.uk/>  
Address of the buyer profile: <http://www.littleheath.org.uk/>  
Electronic access to information: <https://suppliers.multiquote.com/Page/Login.aspx>  
Electronic submission of tenders and requests to participate: <https://suppliers.multiquote.com/Page/Login.aspx>

### 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

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### II.1. Description

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

Little Heath School — IT Support Services Contract.

#### 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: Little Heath Rd, Reading, West Berkshire, RG31 5TY.

NUTS code UKJ11 Berkshire,UKJ1 Berkshire, Buckinghamshire and Oxfordshire

#### 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)**

Little Heath School requires one supplier to fulfil its IT Support Service requirements.

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

72000000 IT services: consulting, software development, Internet and support, 72250000 System and support services, 72610000 Computer support services, 72600000 Computer support and consultancy services, 72611000 Technical computer support services

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

The procurement is covered by the Government Procurement Agreement: yes

#### **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**

Little Heath School requires one supplier to fulfil its IT Support Service requirements.

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

Options: no

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

This contract is subject to renewal: yes

Number of possible renewals: 2

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

in months: 12 (from the award of the contract)

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

Start 1.11.2016. Completion 31.10.2019

## **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**

The right is reserved to require a guarantee bond to secure any risk exposure of early termination of any local authority pension scheme admitted body status agreement entered into.

#### **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**

Where a consortium or other grouping of suppliers submits a bid, such consortia or grouping must nominate a lead organisation to deal with the Contracting Authority on all matters relating to the Contract. All consortium members or grouping will be required to be jointly and severally liable in respect of the obligations and liabilities relating to the Contract.

#### **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: In the first instance, candidates should register with multiquote.com and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the multiquote.com homepage. A pre qualification questionnaire must be completed and returned (via multiquote.com) as part of the request to participate process. Candidates will need to provide as part of the request to participate process details of enrolment on professional or trade registers and details on whether bankruptcy, convictions of professional misconduct, non payment relating to social security contributions or taxes applies to the economic operator. Economic operators may be excluded from participation if any of these circumstances applies. Any candidate found to be guilty of serious misrepresentation in proving false or inaccurate information may be declared ineligible and not selected to continue with the process.

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

List and brief description of conditions: In the first instance, candidates should register with multiquote.com and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the multiquote.com homepage. A pre qualification questionnaire must be completed and returned (via multiquote.com) as part of the request to participate process. Candidates will need to provide as part of the request to participate process details of turnover, profit and capital and reserves for previous 2 years. Any candidate found to be guilty of serious misrepresentation in proving false or inaccurate information may be declared ineligible and not selected to continue with the process.

Minimum level(s) of standards possibly required: Minimum Turnover: N/A Asset Liability Ratio: Current assets must be equal to or more than current liabilities. Minimum Insurance Levels: Employer's (Compulsory) Liability Insurance = 5 000 000 GBP Public Liability Insurance = 5 000 000 GBP Product Liability Insurance = 5 000 000 GBP Professional Indemnity Insurance = 2 000 000 GBP.

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

List and brief description of conditions:

In the first instance, candidates should register with multiquote.com and express an interest in the contract. Contract details can be found under the 'Opportunities' section of the multiquote.com homepage. A pre qualification questionnaire must be completed and returned (via multiquote.com) as part of the request to participate process. Candidates will need to provide as part of the request to participate process evidence of business quality standards, accreditations, and relevant experience. Any candidate found to be guilty of serious misrepresentation in proving false or inaccurate information may be declared ineligible and not selected to continue with the process.

#### **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 minimum number 5: and Maximum number 6

Objective criteria for choosing the limited number of candidates: It is known or anticipated that there are a large number of providers in the market, the Contracting Authority has limited resource to evaluate tenders. The Selection Criteria to be used to restrict the number of tenders can be found in the PQQ documentation.

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

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

### **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**

CA3274

#### **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**

11.4.2016 - 12:00

#### **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**

Persons authorised to be present at the opening of tenders: no

## **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**

Section II.3) — dates refer to the initial contract period and do not include the options of any extensions. Section IV.3.5) — any dates shown are an estimate. In the first instance, candidates should register with [www.multiquote.com](http://www.multiquote.com) and express an interest in the contract, full details of the contract will be available. The Contracting Authority shall not be under any obligation to accept any tender. The Contracting Authority reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the Tenderers. The Contracting Authority has no liability to settle any cost incurred by the tenderer as a result of the tendering procedure.

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

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

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

Precise information on deadline(s) for review procedures: The authority will incorporate a minimum 10 calendar day standstill period at the point that information on the award of the contract is communicated to tenderers. If an appeal regarding the award of contract has not been successfully resolved then the Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take action in the High Court. Any such action must be brought promptly (generally within 3 months).

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

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

10.3.2016