

**UK-Cardiff: Warehousing services**  
**OJ S 56/2013 20/03/2013**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: County Council of the City and County of Cardiff (Cardiff Council)

Postal address: County Hall, Atlantic Wharf, Cardiff

Town: Cardiff

Postal code: CF10 4UW

Country: United Kingdom

For the attention of: Shauket Ali

E-mail: VI.3 Additional Information - below for instructions on how to participate

Telephone: VI.3 Additional Information - below for instructions on how to participate

Fax: VI.3 Additional Information - below for instructions on how to participate

**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**

Regional or local authority

**I.3. Main activity**

General public services

**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**

Furniture removal and storage services.

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

Services

Service category No 14: Building-cleaning services and property management services

Main site or place of performance: Delivery within the boundary of Cardiff County Council

NUTS code UKL22 Cardiff and Vale of Glamorgan

**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 several operators

Number Envisaged maximum number of participants to the framework agreement: n/a

**Duration of the framework agreement**

Duration in months: 42

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

Estimated value excluding VAT: 500 000 GBP

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

The Council requires a furniture removals and storage service for offices, schools, housing and other council establishments. As well as carrying out the actual move and providing storage for furniture, the successful suppliers may be required to carry out site surveying, planning, project management, risk assessments, packing and crate management, IT equipment relocation, furniture relocation, storage for other furniture and flexible retrieval, property protection, insurance, and waste disposal. Suppliers shall be expected to offer a full site survey where the Council requires, with advice and consultation, and submit a detailed quotation for consideration by the relevant customer for each project required under the Contract. Community benefits do not apply to this contract

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

63122000 Warehousing services, 63120000 Storage and warehousing services, 63100000 Cargo handling and storage services, 63121100 Storage 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**

The Council requires a furniture removals and storage service for offices, schools, housing and other council establishments. As well as carrying out the actual move and providing storage for furniture, the successful suppliers may be required to carry out site surveying, planning, project management, risk assessments, packing and crate management, IT equipment relocation, furniture relocation, storage for other furniture and flexible retrieval, property protection, insurance, and waste disposal. Suppliers shall be expected to offer a full site survey where the Council requires, with advice and consultation, and submit a detailed quotation for consideration by the relevant customer for each project required under the Contract.

**II.2.2. Information about options**

Options: no

**II.2.3. Information about renewals**

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

Duration in months: 42 (from the award of the contract)

**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**

None required at this stage, however Cardiff Council reserves the right to request a parent company and/or other guarantees of financial liability.

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

As set out in the invitation to tender (ITT) documents.

#### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

None specified, save that in the case of a partnership or consortium or other group of more than one legal entity bidding together, the contract will be with either (1) all bidders on the basis of joint and several liability, or (2) with one or more of the parties acting as "prime contractor" (and where more than one, on a joint and several liability basis). Where the contract is with a special purpose company with separate legal personality established for the project, the contracting authority will require sufficient guarantees to be given by participants in that company or their parents.

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes  
Description of particular conditions: Please refer to the ITT.

### **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: (a) Is bankrupt or is being wound up, whose affairs are being administered by the courts, who has entered into an arrangement with creditors or who is in any analogous situation arising from a similar procedure under national laws and regulations;

(b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the courts or for an arrangement with creditors or is the subject of any other similar proceeding under national laws or regulations;

(c) has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata;

(d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;

Fulfils any of the circumstances set out in Regulations 23(1) and/or 23(4) of the Public Contracts Regulations 2006.

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

List and brief description of conditions: Will be stated in the Pre-Qualification Questionnaire.

Minimum level(s) of standards possibly required: As set out in Pre-Qualification Questionnaire.

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

List and brief description of conditions:

Can be obtained from the Pre-Qualification Questionnaire.

Minimum level(s) of standards possibly required:

As set out in Pre-Qualification Questionnaire.

#### **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**

Open

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

Objective criteria for choosing the limited number of candidates: As set out in the Pre-Qualification Questionnaire.

#### **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**

8089CCC

#### **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: 26.4.2013 - 12:00  
Payable documents: no

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

3.5.2013 - 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**

Duration in days: 90 (from the date stated for receipt of tender)

#### **IV.3.8. Conditions for opening of tenders**

Date: 3.5.2013 - 12:00

Place:

Cardiff County Council, County Hall, Cardiff

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**

This procurement exercise is being carried out via the Bravo Solutions e-tendering portal and you are required to register your company's details so that you can access the electronic copy of the tender documents when they become available. Please visit [www.etenderwales.bravosolution.co.uk](http://www.etenderwales.bravosolution.co.uk)

The process of registering on the website is free and simple. If you have any queries please contact BravoSolution Helpdesk (details on the webpage) as they will be able to resolve any problems you may have.

Suppliers instructions for expressing interest in this Tender:

1. Register your company on the eTenderwales portal (this is only required once):

- browse to the eSourcing Portal: [www.etenderwales.bravosolution.co.uk](http://www.etenderwales.bravosolution.co.uk),
- click the “Click here to register” link,
- 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 email 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 “Open Access ITTs” link. (These are Invitation to Tender open to any registered supplier),
- click on the relevant ITT to access the content. ITT: 38591 (project 25241).

Project Ref 8089CCC:

- click the “Express Interest” button in the “Actions” box on the left-hand side of the page,
- this will move the ITT into your “My ITTs” page. (This is a secure area reserved for your projects only),
- click on the ITT code, you can now access any attachments by clicking the “Settings and Buyer Attachments” in the “Actions” box.

3. Responding to the tender:

- you can now choose to “Reply” or “Reject” (please give a reason if rejecting),
- 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 ITT,
- there may be a mixture of online & offline actions for you to perform (there is detailed online

help available).

If you require any further assistance use the online help, or the BravoSolution help desk is available Mon – Fri (8am – 6pm) on:

- eMail: [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk),
- phone: 0800 368 4850 / Fax: 020 7080 0480.

Please note the following.

- the user who registers your expressions of interest will be the only point of contact for the Tender and receive all communications and documents through Bravo,
- you must download the documents yourself after you have expressed an interest, they will NOT be sent to you,
- expressions of Interest will ONLY be accepted through the E Bravo Portal,
- All documentation must be returned electronically via the E Bravo Portal.

Deadlines and contacts:

- The deadline for the Electronic return of the completed Tender is: 12:00 on 3.5.2013.
- The deadline for any clarification/ questions regarding this procurement will be: 12:00 on 26.04.2013. Please note the Council will not respond to any dialogue after this date.

You must submit your Tender via Cardiff Council e-tendering tool at <https://etenderwales.bravosolution.co.uk/web/login.shtml> no later than 12:00 on Friday 3.5.2013 “the Deadline”.

Tenders may be submitted at any time before the closing date. Tenders received before this deadline will be retained unopened until the closing date.

The Government has developed an approach to ensuring that previous poor performance by suppliers can be taken into account and robustly assessed prior to entering into certain new contracts (as described in “Procurement Policy Note – Taking Account of Bidders' Past Performance”. This will give Government confidence, based on past performance, that those awarded such contracts will perform them satisfactorily in accordance with their terms. The policy is that, as part of any assessment of a bidder's technical and professional ability, Departmental Bodies should ensure that any failure to discharge obligations under the previous principal relevant contracts of those who will be involved in performing the contract (if awarded to the bidder) is taken into account in the assessment of whether specified minimum standards for reliability for such contracts are met.

In addition, under the policy, Departmental Bodies will re-assess reliability based on past performance before key points in the procurement process (i.e. short listing, preferred bidder status, conclusion of contract etc.). Bidders will accordingly be asked to update the evidence they provide in relation to past performance to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

Buy4Wales Reference Number: 34333

#### **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 day calendar day standstill period at the point information on the award of the contract is communicated to tenderers. Applicants who are unsuccessful shall be informed by the Authority as soon as possible after the decision has been made as to the reasons why the Applicant was unsuccessful. If an appeal regarding the award of the contract has not been successfully resolved, the Public Contract Regulations 2006 (SI2006 No.5) provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take legal action. Any such action must be brought within the applicable Limitation period.

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

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

15.3.2013