

**United Kingdom-London: Energy and related services**  
**OJ S 55/2014 19/03/2014**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Compliant Procurement Solutions Ltd  
Postal address: 32 Grosvenor Street, Suite 6  
Town: London  
Postal code: W1K 4QS  
Country: United Kingdom  
For the attention of: David Sterling  
E-mail: [tenders@compliantprocurementsolutions.co.uk](mailto:tenders@compliantprocurementsolutions.co.uk)  
Telephone: +44 8000075751

**Internet address(es):**

General address of the contracting authority: <http://www.compliantprocurementsolutions.co.uk>  
Address of the buyer profile: [http://www.mytenders.org/search/Search\\_AuthProfile.aspx?ID=AA29448](http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA29448)

Electronic access to information: Please submit interest using the [www.mytenders.org](http://www.mytenders.org) website. Documents can be accessed from <http://www.compliantprocurementsolutions.co.uk/frameworks.html>

**Additional information can be obtained from:**

Official name: Compliant Procurement Solutions Ltd  
Postal address: 32 Grosvenor Street, Suite 6  
Town: London  
Postal code: W1K 4QS  
Country: United Kingdom  
For the attention of: David Sterling  
E-mail: [tenders@compliantprocurementsolutions.co.uk](mailto:tenders@compliantprocurementsolutions.co.uk)  
Telephone: +44 8000075751

Internet address: <http://www.compliantprocurementsolutions.co.uk>

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

Official name: Compliant Procurement Solutions Ltd  
Postal address: 32 Grosvenor Street, Suite 6  
Town: London  
Postal code: W1K 4QS  
Country: United Kingdom  
For the attention of: David Sterling  
E-mail: [tenders@compliantprocurementsolutions.co.uk](mailto:tenders@compliantprocurementsolutions.co.uk)  
Telephone: +44 8000075751

Internet address: <http://www.compliantprocurementsolutions.co.uk/frameworks.html>

**Tenders or requests to participate must be submitted:** Official name: Compliant Procurement Solutions Ltd

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Postal code: W1K 4QS  
Country: United Kingdom  
For the attention of: David Sterling  
Telephone: +44 8000075751

**I.2. Type of the contracting authority**

Other: procurement consortium

**I.3. Main activity**

General public services  
Housing and community amenities

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: <http://www.compliantprocurementsolutions.co.uk/ojeu-framework-permissible-users.html>

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**Section II: Object of the contract**

**II.1. Description**

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

(Ranked) Energy procurement, bill validation/bureau and historic cost recovery/auditing services.

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

Services

Service category No 11: Management consulting services [6] and related services  
NUTS code UK United Kingdom

**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

Maximum number Envisaged maximum number of participants to the framework agreement  
: 9

**Duration of the framework agreement**

Duration in years: 4

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

Estimated value excluding VAT:

Range: between 1 000 000 and 250 000 000 GBP

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

Compliant Procurement Solutions Ltd (CPS) is seeking to create a framework agreement for energy procurement, bill validation/bureau services and historic cost recovery and auditing services. The framework agreement will be divided into 3 lots and will be for duration of 4 years.

The framework agreement is for use by CPS and all UK registered social landlords. Details of permissible users can be found on [www.compliantprocurementsolutions.co.uk/ojeu-framework-permissible-users.html](http://www.compliantprocurementsolutions.co.uk/ojeu-framework-permissible-users.html)

CPS will appoint 3 tenderer's to become framework supplier's for each lot. Tender's will be ranked according to the criteria as set out in the scoring matrix. Framework users will be able to 'Call Off' from the framework by selecting the top ranked supplier.

Note: To register your interest in this notice and obtain any additional information please visit the myTenders web site at [http://www.myTenders.org/Search/Search\\_Switch.aspx?ID=113005](http://www.myTenders.org/Search/Search_Switch.aspx?ID=113005)

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

71314000 Energy and related services, 71314200 Energy-management services, 79418000 Procurement consultancy services, 71314300 Energy-efficiency consultancy services, 90713000 Environmental issues consultancy 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: yes

Tenders may be submitted for one or more 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 1 000 000 and 250 000 000 GBP

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

Options: no

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

This contract is subject to renewal: no

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

Information about lots

Lot No: 3

Lot title: Historic cost recovery and auditing

#### **1) Short description**

For the provision of historic cost recovery and auditing services.

#### **2) CPV code(s)**

71314000 Energy and related services

#### **3) Quantity or scope**

The following services will be included as a minimum to the service provider's customer offering for lot 3 services:

- data collation and customer requirement gathering;
- analysis, assessment and reporting of identified over-charges;
- securing refunds for customer; and
- implementation of on-going saving initiatives.

#### **4) Indication about different time frame or duration**

## 5) Additional information about lots

Tender's applying for lot 3 are able to tender for this lot separately or together with lots 1 and 2.

Lot No: 2

Lot title: Bill validation/bureau services

### 1) Short description

For the provision of bill validation/bureau services.

### 2) CPV code(s)

71314000 Energy and related services, 71314200 Energy-management services

### 3) Quantity or scope

The following services will be included as a minimum to the service provider's customer offering for lot 2 services:

- data collation and customer requirement gathering;
- copy/original invoices are received directly from energy suppliers/ customers in electronic /paper format and validated to determine whether these are correct for payment;
- reports to be generated showing the details of the invoices which have passed the validation process for use as remittance advice and for uploading automatically into finance systems;
- additional reports to identify incorrect invoices to be issued to customers/suppliers. The reasons for failures should be shown on the report so that suppliers can correct accordingly;
- ensuring incorrect invoices are resolved accordingly and passed for payment;
- ensuring customer payments are allocated correctly by the supplier;
- dealing with notices to disconnect, overdue payment notices, notification of legal action, warrant application, court action etc.;
- ensuring a full billing history is maintained including determining whether invoices have not been received on time;
- managing customer related billing queries and meter reads; and
- managing supplier related billing queries, site visit requests etc.

### 4) Indication about different time frame or duration

### 5) Additional information about lots

Lots 1 and 2 are connected. To be considered for either of lot 1 or lot 2, tenderers must complete both lot specific questions. Failure to do so will result in application ineligibility for both lots.

Lot No: 1

Lot title: Energy procurement

### 1) Short description

This comprises the provision of energy (electricity and gas) procurement services including fixed, flexible and basket options.

### 2) CPV code(s)

71314000 Energy and related services, 79418000 Procurement consultancy services

### 3) Quantity or scope

The following services will be included as a minimum to the service provider's customer offering for lot 1 services:

- data collation, analysis and assessment;
- customer requirement gathering and energy tender creation;
- energy supplier bid evaluation and presentation of bids to customer;

- managing customer bid acceptances and lock-in contracts;
- managing supply registration process;
- managing contract renewals process;
- ability to provide fixed, flexible and basket procurement options.

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

Lots 1 and 2 are connected. To be considered for either of lot 1 or lot 2, tenderers must complete both lot specific questions. Failure to do so will result in application ineligibility for both lots.

### **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**

##### **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**

The Authority requires all tenderers to identify whether and which subcontracting or consortium arrangements apply in the case of their tender and precisely which entity they propose to be the service provider.

For the purposes of this ITT, the following terms apply:

- consortium arrangement. Groups of companies come together specifically for the purpose of bidding for appointment as the service provider and envisage that they will establish a special purpose vehicle as the prime contracting party with the Authority;
- subcontracting arrangement. Groups of companies come together specifically for the purpose of bidding for appointment as the service provider, but envisage that one of their number will be the service provider, the remaining members of that group will be subcontractors to the service provider.

##### **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: Please refer to ITT document.

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

List and brief description of conditions: Please refer to tender documents.

Minimum level(s) of standards possibly required: Tenderers will be required to provide the following:

- an up-to-date risk assessment from an independent credit reference agency such as Dun & Bradstreet or equivalent. Organisations considered 'High risk' e.g. D&B risk of failure rating of 4 or greater or where no response has been submitted will not be considered.
- Confirm and provide evidence of the following minimum insurances levels:
- Employers' Liability Insurance (min. level of cover 1 000 000 GBP),

- Public Liability Insurance (min. level of cover 1 000 000 GBP),
- Professional Indemnity Insurance (min. level of cover 1 000 000 GBP).

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

List and brief description of conditions:

Please refer to tender documents.

Minimum level(s) of standards possibly required:

- Tenderers must be able to meet the minimum criteria of providing management information in the form of CPS Reports as described in each lot.
- Tenderers must be able to meet the minimum criteria of transparency as described in each lot.
- Tenders must confirm that they are able to provide the minimum level of services required for each lot as described in the ITT.

### **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**

Open

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

Envisaged minimum number 5: and Maximum number 10

Objective criteria for choosing the limited number of candidates: Please refer to tender documents.

#### **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**

#### **IV.3.2. Previous publication concerning this procedure**

#### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: yes

Price: 100,00 GBP

Terms and method of payment: A non-refundable administration charge of 100 GBP is required for submissions to be considered. Tenderers should make their cheques payable to 'Compliant Procurement Solutions Limited'. These should be received by the deadline for receipt of tenders. Submissions received without the administration charge will be treated as ineligible.

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

30.4.2014 - 17:00

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

3.3.2014

**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 months: 3 (from the date stated for receipt of tender)

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

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

**VI.2. Information about European Union funds**

**VI.3. Additional information**

(MT Ref:113005)

**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**

14.3.2014