

UK-London: Financial transaction processing and clearing-house services

OJ S 62/2013 28/03/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Guy's and St. Thomas' NHS Foundation Trust (as host of the London Procurement Partnership)

Postal address: Guy's Hospital Great Maze Pond London SE1 9RT, St Thomas' Hospital Westminster Bridge Road London SE1 7EH

Town: London

Country: United Kingdom

Contact person: Please refer to the Additional Information section V1.3 for details on how to obtain documentation, submit expression of interest and to communicate with us during this process

For the attention of: Lena Boghossian, Senior Category Manager

Telephone: +44 2071886706

Internet address(es):

General address of the contracting authority: www.guysandstthomas.nhs.uk

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

Body governed by public law

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: yes

Official name: Great Ormond Street Hospital for Children NHS Trust

Postal address: Great Ormond Street

Town: London

Postal code: WC1N 3JH

Country: United Kingdom

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Provision of Transactional Finance, Management Accountancy and Transactional Procurement P2P.

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

Services

Service category No 9: Accounting, auditing and bookkeeping 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

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

Financial transaction processing and clearing-house services. Treasury services.

Administrative services for business operations. Administration services. Accounting and auditing services. London Procurement Partnership (LPP) wishes to establish a framework agreement for:

1. Transactional Finance services including accounts payable, accounts receivable and debt recovery, general ledger management

2. Accountancy services including management accounting, month-end and year-end accounting preparation, Treasury management and asset management.

3. Transactional Procurement P2P services (excluding sourcing and category management)

LPP is setting up this Framework Agreement on behalf of its members. A link to LPP's list of its current membership is set out below. This list is regularly updated to reflect any change in membership from time to time.

http://lpp.nhs.uk/page_sa.asp?fldKey=12

II.1.6. CPV code(s)

66172000 Financial transaction processing and clearing-house services, 66600000 Treasury services, 75112000 Administrative services for business operations, 75100000 Administration services, 79210000 Accounting and auditing 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: yes

II.2. Scope of the procurement

II.2.1. Total quantity or scope

II.2.2. Information about options

II.2.3. Information about renewals

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

Information about lots

Lot No: 1

Lot title: Provision of Transactional Finance Services

1)

Short description

Provision of Transactional Finance Services including accounts payable, accounts receivable, debt recovery, general ledger management.

2) CPV code(s)

66172000 Financial transaction processing and clearing-house services

3) Quantity or scope**4) Indication about different time frame or duration****5) Additional information about lots**

The framework conditions will be set out in the ITT. It is the intention to include certain contractual provisions regarding a management charge, which may be applied to purchases made under the framework awarded. Further details will be made available via the framework documentation and information released during the course of the tender process.

Submission of expressions of interest and procurement specific information: this exercise will be conducted on Delta eSourcing portal. Candidates wishing to be considered must register their expression of interest at the following website: <https://www.delta-esourcing.com/>. Log in to the portal with the username/password.

If you require any further advice, contact the eSourcing Helpdesk on +44 8452707050. The Helpdesk is open from 8:30 to 5:30 Monday to Friday excluding bank holidays.

Lot No: 2

Lot title: Provision of Accountancy Services

1) Short description

Accountancy Services including management accounting, month-end and year-end accounting preparation, treasury management, credit control, and asset management.

2) CPV code(s)

66600000 Treasury services

3) Quantity or scope**4) Indication about different time frame or duration****5) Additional information about lots**

The framework conditions will be set out in the ITT. It is the intention to include certain contractual provisions regarding a management charge, which may be applied to purchases made under the framework awarded. Further details will be made available via the framework documentation and information released during the course of the tender process.

Submission of expressions of interest and procurement specific information: this exercise will be conducted on Delta eSourcing portal. Candidates wishing to be considered must register their expression of interest at the following website: <https://www.delta-esourcing.com/>. Log in to the portal with the username/password.

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Lot No: 3

Lot title: Transactional Procurement P2P

1) Short description

Provision of Transactional Procurement P2P services (to include limited sourcing and category management activities on behalf of an individual awarding authority only).

2) CPV code(s)

75112000 Administrative services for business operations, 75100000 Administration services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

The framework conditions will be set out in the ITT. It is the intention to include certain contractual provisions regarding a management charge, which may be applied to purchases made under the framework awarded. Further details will be made available via the framework documentation and information released during the course of the tender process.

Submission of expressions of interest and procurement specific information: this exercise will be conducted on Delta eSourcing portal. Candidates wishing to be considered must register their expression of interest at the following website: <https://www.delta-esourcing.com/>. Log in to the portal with the username/password.

If you require any further advice, contact the eSourcing Helpdesk on +44 8452707050. The Helpdesk is open from 8:30 to 5:30 Monday to Friday excluding bank holidays.

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

Joint and several liability.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Please refer to Tender Prospectus and or full Invitation to Tender.

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: Information and formalities necessary for evaluating if the requirements are met: The Authority will apply all the offences listed in Article 45(1) of Directive 2004/18/EC (implemented as Regulation 23(1) of the Public Contract Regulations (PCR) 2006 in the UK) and all of the professional misconducts listed at Article 45(2) of Directive 2004/18/EC (see also Regulation 23(2) in the PCR 2006) to the decision of whether a Candidate is eligible to be invited to tender.

A full list of the Regulation 23(1) and 23(2) criteria are at <http://www.delta-esourcing.com/delta/project/reasonsForExclusion.html#pcr>

Candidates will be required to answer these questions as part of the qualification process. For candidates who are registered overseas, you will need to declare if you have any offences /misconduct under your own countries laws, where these laws are equivalent to the Regulation 23 lists.

Candidates who have been convicted of any of the offences under Article 45(1) are ineligible and will not be selected to bid, unless there are overriding requirements in the general interest for doing so.

Candidates who are guilty of any of the offences, circumstances or misconduct under Article 45 (2) may be excluded from being selected to bid at the discretion of the Authority.

Entering general PQQ supplier information London Procurement Partnership utilises the NHS Supplier Information Database (Sid4health) to manage and assess general pre-qualification information in the form of a profile.

Candidates are requested to provide their profile in sid4health as follows:

- I) Candidates should register on sid4health at <http://www.sid4health.nhs.uk/home.action> and submit their sid4health company profile for publication to the system. Candidates already registered on sid4health must ensure that information is up to date;
- II) Candidate should ensure all the relevant sections of their sid4health profile are completed to demonstrate their ability to meet the shortlisting criteria applicable to this framework;
- III) Where access to sid4health is unavailable, please contact the sid4health Helpdesk at: <mailto:help@sid4health.nhs.uk?subject=TED>

III.2.2. Economic and financial ability

List and brief description of conditions: (a) Appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance

(b) The presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established

(c) A statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last 3 financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.

III.2.3. Technical and professional ability

List and brief description of conditions:

(b) a list of the principal deliveries effected or the main services provided in the past 3 years, with the sums, dates and recipients, whether public or private, involved. Evidence of delivery and services provided shall be given: - where the recipient was a contracting authority, in the form of certificates issued or countersigned by the competent authority, - where the recipient was a private purchaser, by the purchaser's certification or, failing this, simply by a declaration by the economic operator

(c) an indication of the technicians or technical bodies involved, whether or not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work

(d) A description of the technical facilities and measures used by the supplier or service provider for ensuring quality and the undertaking's study and research facilities

(e) Where the products or services to be supplied are complex or, exceptionally, are required for a special purpose, a check carried out by the contracting authorities or on their behalf by a competent official body of the country in which the supplier or service provider is established, subject to that body's agreement, on the production capacities of the supplier or the technical capacity of the service provider and, if necessary, on the means of study and research which are available to it and the quality control measures it will operate

(f) The educational and professional qualifications of the service provider or contractor and/or those of the undertaking's managerial staff and, in particular, those of the person or persons

responsible for providing the services or managing the work

(g) For public works contracts and public services contracts, and only in appropriate cases, an indication of the environmental management measures that the economic operator will be able to apply when performing the contract

(h) A statement of the average annual manpower of the service provider or contractor and the number of managerial staff for the last three years

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

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

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: yes

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 3: and Maximum number 6

Objective criteria for choosing the limited number of candidates: For each lot, the 8 highest scoring operators will be invited to tender.

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

LPP/2013/00002

IV.3.2. Previous publication concerning this procedure

no

IV.3.3.

Conditions for obtaining specifications and additional documents or descriptive document

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

1.5.2013 - 17:00

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

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 considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender.

Suppliers must read through this set of instructions and follow the process to respond to this opportunity.

The information and/or documents for this opportunity are available on <https://www.delta-esourcing.com/delta> You must register on this site to respond, if you are already registered you will not need to register again, simply use your existing username and password.

Please note there is a password reminder link on the homepage.

Suppliers must log in, go to your Response Manager and add the following Access Code: QMX7G2Z6VC . Please ensure you follow any instruction provided to you here.

The deadline for submitting your response(s) is 5.4.2013 12:00. Please ensure that you allow yourself plenty of time when responding to this invite prior to the closing date and time, especially if you have been asked to upload documents.

If you experience any technical difficulties please contact the Delta eSourcing eSourcing Helpdesk on call +44 8452707050 or email mailto:helpdesk@delta-esourcing.com

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=52341951>

GO Reference: GO-2013325-PRO-4683333

VI.4. Procedures for review

VI.4.1. Review body

Official name: Guy's and St Thomas' NHS Foundation Trust (as host of the London Procurement Partnership)

Postal address: Guy's Hospital Great Maze Pond London SE1 9RT, St Thomas' Hospital

Westminster Bridge Road London SE1 7EH
Town: London
Country: United Kingdom
Telephone: +44 2071886706
Internet address: www.gusyandstthomasnhs.uk

Body responsible for mediation procedures

Official name: Guy's and St Thomas' NHS Foundation Trust (as host of the London Procurement Partnership)
Postal address: Guy's Hospital Great Maze Pond London SE1 9RT, St Thomas' Hospital Westminster Bridge Road London SE1 7EH
Town: London
Country: United Kingdom
Telephone: +44 2071886706
Internet address: www.gusyandstthomasnhs.uk

VI.4.2. Review procedure

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

Official name: Guy's and St Thomas' NHS Foundation Trust (as host of the London Procurement Partnership)
Postal address: Guy's Hospital Great Maze Pond London SE1 9RT, St Thomas' Hospital Westminster Bridge Road London SE1 7EH
Town: London
Country: United Kingdom
Telephone: +44 2071886706
Internet address: www.gusyandstthomasnhs.uk

VI.5. Date of dispatch of this notice

25.3.2013