

**United Kingdom-East Grinstead: Courier services**  
**OJ S 65/2014 02/04/2014**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Queen Victoria Hospital NHS Foundation Trust

Postal address: Holtye Road

Town: East Grinstead

Postal code: RH19 3DZ

Country: United Kingdom

Contact person: Procurement and Supplies Manager

For the attention of: Caroline Archer

Telephone: +44 1342414486

**Internet address(es):**

General address of the contracting authority: [www.qvh.nhs.uk](http://www.qvh.nhs.uk)

Electronic submission of tenders and requests to participate: <https://www.delta-esourcing.com/>

**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**

National or federal agency/office

**I.3. Main activity**

Health

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

**Section II: Object of the contract**

---

**II.1. Description**

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

Provision of Courier Services.

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

Services

Service category No 2: Land transport services [2], including armoured car services, and courier services, except transport of mail

NUTS code UKJ24 West Sussex

**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)**

Courier services. Queen Victoria Hospital NHS Foundation Trust has a requirement for a courier service for the conveyance of bloods and light goods both on a routine basis and as and when required. Light goods include medical records and other documents and medical /pathological specimens, which have a limited life and must be conveyed in special containers. This will include travel both within and outside the District Boundary.

The range of items usually transported, as well as any patient or staff, are as follows:-

- mail (case notes, x-rays, CT scan films, medical records);
- specimens;
- medical equipment;
- goods from pharmacy;
- liquefied gases;

The list is only indicative of the types of items which need transportation and may be subject to variation or change.

Currently blood runs are carried out 3 times a day at a scheduled time, 7 days a week.

Ad-hocs vary on a monthly basis but can be up to around 70 journeys per month.

Health records vary on a monthly basis but can be up to around 70 journeys a month.

The Contractor will be required to provide a 24 hour service daily, every day during the contract period (Sundays and Bank Holidays included), and the service provided must be promptly executed. Vehicles must be available day and night to provide the service to the Trusts as required.

The Contractor will be expected to meet quality standards based upon the response times defined within the tender documentation.

The proposed contract will commence on the 1st July 2014 and run for a period of 3 years.

There is a Pre-Qualification Questionnaire for this opportunity. On completion of this questionnaire bidders will be short-listed and those who are successful will be invited to tender where a full specification will be made available.

Tenders will be evaluated on Quality 60 %, Commercial 40 %. Full details of the evaluation criteria will be in the tender documentation.

Please complete the PQQ on the Delta system. The deadline for PQQ submission is 12 noon 28th April 2014.

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

64120000 Courier 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**

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

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

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

### **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**

#### **III.2. Conditions for participation**

##### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

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

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

##### **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**

##### **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**

#### **IV.3. Administrative information**

##### **IV.3.1. File reference number attributed by the contracting authority**

QVTRN/105

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

**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**

28.4.2014 - 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**

**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**

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

**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.

For more information about this opportunity, please visit the Delta eSourcing portal at: <https://www.delta-esourcing.com/tenders/UK-UK-East-Grinstead:-Courier-services./P842RND363>

To respond to this opportunity, please click here: <https://www.delta-esourcing.com/respond/P842RND363>

GO Reference: GO-2014328-PRO-5565957

**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**

28.3.2014