

IRL-Dublin: mail delivery services
OJ S 69/2012 07/04/2012
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Office of the Ombudsman
Postal address: 18 Lower Leeson Street,
Town: Dublin 2
Country: Ireland
For the attention of: David Waddell
Telephone: +353 16395600
Fax: +353 16395674

Internet address(es):

General address of the contracting authority: www.ombudsman.gov.ie
Address of the buyer profile: http://www.etenders.gov.ie/search/Search_AuthProfile.aspx?ID=AA7581

Additional information can be obtained from:

Official name: Office of the Ombudsman
Postal address: 18 Lower Leeson Street
Town: Dublin 2
Country: Ireland
For the attention of: David Waddell
Telephone: +353 16395600
Fax: +353 16395674

Internet address: www.ombudsman.gov.ie

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

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Postal address: 18 Lower Leeson Street
Town: Dublin 2
Country: Ireland
For the attention of: David Waddell
Telephone: +353 16395600
Fax: +353 16395674

Internet address: www.ombudsman.gov.ie

Tenders or requests to participate must be submitted: Official name: Office of the Ombudsman

Postal address: 18 Lower Leeson Street
Town: Dublin 2
Country: Ireland
For the attention of: David Waddell
Telephone: +353 16395600
Fax: +353 16395674
Internet address: www.ombudsman.gov.ie

I.2. Type of the contracting authority

National or federal agency/office

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

II.1. Description

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

Delivery of information material for the Referendum Commission.

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

Services

Service category No 4: Transport of mail by land [3] and by air

Main site or place of performance: Ireland.

NUTS code IE Éire / Ireland

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)

The Office of the Ombudsman, on behalf of the Referendum Commission, wishes to engage the services of a suitably qualified service provider for the delivery of unaddressed information material to households throughout the state, as part of a campaign to inform voters with regard to the forthcoming referendum on the treaty on stability, Coordination and Governance in the economic and monetary union.

It is anticipated that delivery of the material will need to be carried out in a three to ten day window period prior to the holding of the referendum, which will be held on 31.5.2012.

Note: to register your interest in this notice and obtain any additional information please visit the eTenders web site at http://www.etenders.gov.ie/Search/Search_Switch.aspx?ID=88058.

Note: to register your interest in this notice and obtain any additional information please visit the eTenders web site at http://www.etenders.gov.ie/Search/Search_Switch.aspx?ID=409632.

II.1.6. CPV code(s)

64121100 Mail delivery 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 selected operator will be required to deliver approximately 2 000 000 unaddressed leaflets to households throughout the state in a three to ten day period prior to the holding of the referendum on the treaty on stability, coordination and governance in the economic and monetary union, or as otherwise may be directed by the Referendum Commission. The Commission was established on 30.3.2012 and is now planning its work. It is possible that the Commission may decide on further deliveries of information material.

The precise weight of the information material is not known at this point but it is anticipated that it will be less than 20 grams. The selected provider of the delivery service will be required to work closely and intensively with the printer of the material in order to ensure timely and comprehensive delivery.

Time will be of the essence for the delivery contract.

The selected service provider may also be required, at the direction of the Referendum Commission, to work closely and intensively with other parties involved in the information campaign associated with the holding of the referendum, with a view to targeting and synchronising the delivery of the information material with other facets of the Commission's information campaign.

II.2.2. Information about options

Options: yes

Description of options: It is anticipated that a further referendum or referendums to amend the Irish Constitution may be held in the next 3 years. A future Referendum Commission may, therefore, have a similar requirement for the delivery of information material to voters in the context of such referendum. Service providers are hereby notified that, pursuant to Article 31 (4) (b) of Directive 2004/18/EC, the Referendum Commission will reserve the right to exercise an option, at its absolute discretion, for the grant of the delivery contract for any referendum held up to the end of 2014 to the service provider who is selected in respect of the Lisbon Treaty referendum.

Provisional timetable for recourse to these options:
in months: 36 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 3

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

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: (1) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process;

(2) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession;

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession;

(4) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

Note: A standard template declaration in respect of items 1- 3 above is available on request from the contracting authority. Tenderers may submit their own format of declaration confirming that no such matters arise in their case.

All tenderers must produce evidence of authorisation by the Irish Postal Services Regulator (Comreg) that they are duly authorised to provide the required services in Ireland. Details of authorisation requirements may be found at www.comreg.ie.

The successful tenderer will be required to provide a tax clearance certificate (or, if not resident in Ireland, other appropriate clearance documentation) from the Irish Revenue Commissioners prior to the award of the contract. Payments can only be made on foot of the contract provided tax-compliant status is maintained for its duration. Details of requirements for tax-clearance for contractors (including non-resident contractors) may be found at www.revenue.ie.

III.2.2. Economic and financial ability

List and brief description of conditions: (1) All candidates will be required to provide a reference from their bank;

(2) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.

Minimum level(s) of standards possibly required: [A minimum turnover of 1 000 000 EUR in respect of delivery contracts of this nature in the most recent financial year].

III.2.3. Technical and professional ability

List and brief description of conditions:

(1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years;

(2) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;

(3) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities;

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

(5) A statement of the technicians or technical services available to the candidate to carry out the work under the contract; or be involved in the production of goods or the provision of services under the contract; particularly those responsible for quality control, whether or not they are independent of the candidate;

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

All candidates must demonstrate that they have successfully performed deliveries on the scale envisaged for the forthcoming referendum, and within the three to ten day delivery period required. In this regard, tenderers must provide full details of at least two relevant reference contracts performed within the past five years. Tenderers must provide contact details for the customers in question who will be contacted for verification of the tenderer's satisfactory performance.

The Referendum Commission reserves the right to request a site visit in order to allow its tender evaluation team the opportunity to view the facilities and capacity of the tenderer at first hand. Tenderers must confirm in their responses that they are prepared to accommodate site visits.

Minimum level(s) of standards possibly required:

A demonstrated ability to provide effective and timely distribution of information materials on a large scale smoothly and effectively within a 3 to 10 day window.

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

Accelerated restricted

Justification for the choice of accelerated procedure: The Referendum Commission was established on 30.3.2012; it must complete delivery of printed information material to households by 24.5.2012.

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

Envisaged minimum number 5: and Maximum number 5

Objective criteria for choosing the limited number of candidates: Quality of service proposal;
Project management arrangements;
Track record of proposer;
Time frame proposed;
Overall cost.

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 Criteria below

1. Quality of service proposal and proposed project management arrangements. Weighting 30
2. Track record of the company in delivering a similar service. Weighting 20
3. Time frame for delivery. Weighting 20
4. Overall cost. Weighting 30

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

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

17.4.2012 - 12:00

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

18.4.2012

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

VI.2. Information about European Union funds

VI.3. Additional information

The Purchasing Authority is acting on behalf of the following organisations:

The Referendum Commission of Ireland (ET Ref:59018).

The Referendum Commission is an independent body, which may be established once a Referendum Bill has been initiated in Parliament. The role of the Referendum Commission is to explain the subject matter of referendum proposals.

(ET Ref:88058).

(ET Ref:409632).

VI.4. Procedures for review

VI.4.1. Review body

Official name: The High Court

Postal address: Four Courts

Town: Dublin 7

Country: Ireland

E-mail: HighCourtCentralOffice@courts.ie

Telephone: +353 18886576

Fax: +353 18725669

Internet address: www.courts.ie

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Consult legal advisors.

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

Official name: The Courts Service

Postal address: 15 - 24 Phoenix Street North, Smithfield

Town: Dublin 7

Country: Ireland

E-mail: HighCourtCentralOffice@courts.ie

Telephone: +353 18886000

Fax: +353 18725669

Internet address: www.courts.ie

VI.5. Date of dispatch of this notice

5.4.2012