

UK-Lowestoft: building materials
OJ S 78/2012 21/04/2012
Contract notice
Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Waveney District Council
Postal address: Town Hall, High Street
Town: Lowestoft
Postal code: NR32 1HS
Country: United Kingdom
Contact person: Procurement Team
For the attention of: Paul Aldrich
E-mail: paul.aldrich@waveney.gov.uk
Telephone: +44 1502523508

Internet address(es):

General address of the contracting authority: www.waveney.gov.uk
Electronic access to information: <https://www.delta-esourcing.com/delta/index.html>
Electronic submission of tenders and requests to participate: <https://www.delta-esourcing.com/delta/index.html>

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: yes

Official name: Suffolk Coastal District Council
Postal address: Melton Hill
Town: Melton
Postal code: IP12 1AU
Country: United Kingdom

Section II: Object of the contract

II.1. Description

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

Supply of Building Materials.

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

Supplies

Purchase

NUTS code UKH14 Suffolk

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)

Building materials. Waveney District Council is seeking to engage a supplier for to supply Building Materials (excluding electrical products, plumbing materials and personal protective equipment), the current number of individual items on the Councils Building Materials list is approximately three hundred and fifty (350). Supply of Building materials will be required as follows:

Supply of building materials to its Building Maintenance Team store located at Rotterdam Road, Lowestoft, Suffolk, NR32 2EF, to specified lead times.

Supply of building materials direct to site within the Waveney District Council area (Follow link to see details of the Waveney District Council area) - http://www.waveney.gov.uk/site/scripts/download_info.php?downloadID=568.

Provision of an over the counter facility at fixed rates which allows Waveney District Council operatives to purchase ad hoc building materials items.

Holding building materials stock specifically for Waveney District Council for collection by its operatives.

Other business areas of Waveney District Council may wish to utilise any contract awarded as a result of this advert. Suffolk Coastal District Council may also wish to utilise any contract awarded as a result of this advert.

Any contract awarded as a result of this advert will require the supplier to deliver building materials to Waveney District Council the next working day for stock items and within two (2) working days for ad-hoc items, from the time an order is placed.

II.1.6. CPV code(s)

44111000 Building materials

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

Waveney District Council is seeking to establish a contract with a suitable supplier for the supply of building materials. The contract will be for an initial term of three (3) years and Waveney District Council only will have the option to extend for a further one (1) year extension, subject to satisfactory performance against Performance Indicators, full details will be provided in the Invitation to Tender documentation.

The estimated value of the contract is 600 000 GBP over the term of any contract resulting from this notice.

Estimated value excluding VAT: 600 000 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: Range: between 1 and 2

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 48 (from the award of the contract)

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

Duration in months: 48 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

A performance bond, cash deposit or alternative security shall be required where a contract is over 500,000 GBP or if required by the Section 151 Officer.

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

If the contract is awarded to a consortium, joint venture or alliance, applicants will be required to contract with joint and several liability under English Law and either nominate a lead supplier with whom the Contracting Authority can contract and to whom all communications will be addressed or form into a single legal entity before the contract is awarded.

III.1.4. Contract performance conditions

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

Description of particular conditions: Any contract awarded as a result of this Contract Notice will include Performance Indicators, a rebate mechanism linked to annual spend, a requirement to consolidate invoices, a requirement to submit invoices electronically in PDF format or equivalent and a potential future requirement for e-payment facilities, full details will be provided in the Invitation to Tender documentation.

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: 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.

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:

As above. Applicants will be required to complete a Pre Qualification Questionnaire (PQQ). The PQQ is available as detailed at VI.3 – Additional Information, and must be returned to the Council in the manner prescribed and by the date stipulated at VI.3 – Additional Information. Completed PQQ's will be evaluated and a shortlist of between three (3) and five (5) bidders invited to submit a tender. The weightings and criteria for each subject area within the PQQ are as follows:

1. Details of Organisation – Not Scored except 1.21 which is a Pass/Fail question
2. Financial Information – Pass/Fail
3. Business Activities – 25 %
4. References – Not Scored
5. Insurance – Not Scored
6. Quality Assurance – 5 %
7. Health and Safety – 20 %
8. Equal Opportunities – Pass/Fail
9. Environmental Management – 10 %
10. Professional and Business Standing – Pass/Fail
11. Previous Experience – 40 %
12. Freedom of Information – Not Scored
13. Undertaking – Pass/Fail
14. Grounds for Disqualification Declaration – Pass/Fail

Full details of the evaluation criteria will be provided with the PQQ which can be obtained as detailed in Section VI.3 – Additional information.

Responses to the PQQ will be evaluated by a number of officers and a shortlist of applicants will be selected, further details can be found in section VI.3 – Additional Information.

Full details of the tender evaluation criteria will be provided in the Invitation to Tender documentation.

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

Envisaged minimum number 3: and Maximum number 5

Objective criteria for choosing the limited number of candidates: Responses to the PQQ will be evaluated and a shortlist of bidders will be selected. Further details can be found at VI.3.

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

PROC106

IV.3.2. Previous publication concerning this procedure

no

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

Payable documents: no

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

22.5.2012 - 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

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.

All dates and time periods specified in this notice are only provisional and the Council expressly reserves the right to change these. The Council expressly reserves the right not to award any contract as detailed at II.1.5.

Your Pre Qualification Questionnaire (PQQ) response must be completed and submitted electronically through BiP's Delta-ets such that it is fully loaded by the due date of noon on 22.5.2012.

The information and documents for this tender will be accessible at the following website <https://www.delta-esourcing.com/delta/index.html> To be able to access these documents you will need to register your company details and enter the following Tender Access Code (TAC) 676KC4FJ3N at the bottom of the registration page, thereafter you will be issued with a USERNAME and PASSWORD.

If you have already registered with Delta previously, please follow the link shown and click on the "Delta-ets Home" tab instead. This will redirect you to the home page where you can log on using your existing Username and Password to collect the PQQ documents.

If you have registered and have forgotten your Username and Password, please click on the "Forgotten Password" link on the Delta-ets homepage.

Please keep your USERNAME and PASSWORD secure, and do not pass onto any third parties.

You must log into Delta-ets and then click on the "Vault" tab, if you have added the TAC code to your registration you will automatically view the tender title. Click on this link and you will be taken to the tender box where the documents are stored. If you have previously accessed Delta enter the TAC code in Vault and you will be able to access the documentation.

Please check that you are able to access these online documents. If you are experiencing problems, please contact the Delta helpdesk by calling +44 8452707050 or via e-mail: <https://www.delta-esourcing.com/delta/contact.html> for further assistance.

Please note that for ICT security reasons the Council is not able to accept Zip files. If you are uploading multiple documents you will have to load one document at a time, therefore please ensure that you allow yourself plenty of time to fully upload your PQQ submission onto Delta by the deadline detailed above as Delta will not permit attempts to load documents after the time/date stated.

If any applicant considers that any information supplied by them is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity as well as the duration of such sensitivity specified. In such cases the relevant material will, in response to requests made under the Freedom of Information Act 2000 (the Act) or the

Environmental Information Regulations 2004 (the Regulations) be examined in the light of exemptions for in the Act or the Regulations.

The Council expressly reserves the right not to award any contract as a result of the procurement process commenced by the publication of this notice and in no circumstances will be liable for any costs incurred by Applicants and/or Bidders during the procurement process. During the procurement process all communications must be made via the messaging facility contained within the Delta e-sourcing solution. GO Reference: GO-2012418-PRO-3864274.

VI.4. Procedures for review

VI.4.1. Review body

Official name: Waveney District Council

Postal address: Town Hall, High Street

Town: Lowestoft

Postal code: NR32 1HS

Country: United Kingdom

E-mail: arthur.charvonja@waveney.gov.uk

Telephone: +44 1502523606

Internet address: www.waveney.gov.uk

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

18.4.2012