

**UK-Reading: computer support services**

OJ S 79/2012 24/04/2012

**Contract notice****Services****Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Little Heath School

Postal address: Little Heath Road Tilehurst

Town: Reading

Postal code: RG31 5TY

Country: United Kingdom

Contact person: Mr Craig Lockley

For the attention of: Mr Craig Lockley

E-mail: [craig.lockley@tenetservices.com](mailto:craig.lockley@tenetservices.com)

Telephone: +44 1376511411

Fax: +44 1376515970

**Internet address(es):**General address of the contracting authority: [www.littleheath.org.uk](http://www.littleheath.org.uk)Address of the buyer profile: [www.tenet4tenders.com](http://www.tenet4tenders.com)**Tenders or requests to participate must be submitted:** Official name: Tenet Education Services

Postal address: 6 Atlantic Square Station Road

Town: Witham

Postal code: CM3 5GD

Country: United Kingdom

Contact person: Mr Craig Lockley

For the attention of: Mr C Lockley

E-mail: [craig.lockley@tenetservices.com](mailto:craig.lockley@tenetservices.com)

Telephone: +44 1376511411

Fax: +44 1376515970

Internet address: [www.tenet4tenders.com](http://www.tenet4tenders.com)**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Education

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

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

**Section II: Object of the contract**

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

Little Heath School - IT Support Services.

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

Services

Service category No 7: Computer and related services

Main site or place of performance: Little Heath School, Tilehurst, Reading, RG31 5TY.

Springfield Primary School, Barton Road, Tilehurst, Reading, RG31 5NJ.

Birch Copse Primary School, Wittenham Avenue, Tilehurst,

Berkshire, RG31 5LN.

NUTS code UKJ South East (England)

## **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)**

Little Heath School requires a contractor to manage the school's IT infrastructure and to provide support for the network and IT assets.

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

72610000 Computer support services, 72253000 Helpdesk and support 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**

Value below is the estimated contract value range for the duration of the initial 3 year contract period.

Estimated value excluding VAT:

Range: between 259 000 and 430 000 GBP

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

Options: yes

Description of options: The initial contract is for 3 years with scope for extensions for a further period or periods of any duration, but in any case, the total duration of any extensions shall not exceed 24 months from the last day of the initial contract period.

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

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

Start 1.11.2012. Completion 31.10.2015

## **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**

Where a consortium or other grouping of suppliers submits a bid, such consortia or grouping must nominate a lead organisation to deal with the Contracting Authority on all matters relating to the Contract. All consortium members or grouping will be required to be jointly and severally liable in respect of the obligations and liabilities relating to the Contract.

### **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**

List and brief description of conditions: Any supplier may be disqualified who:

- (a) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;
- (b) is the subject of proceedings for a declaration of bankruptcy, for an order compulsory winding up the administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;
- (c) has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;
- (d) has been guilty of grave professional misconduct proven by any means which the contract authorities can demonstrate;
- (e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
- (f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
- (g) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;
- (h) has been the subject of a conviction for participation in a criminal organization, as defined in Article 2(1) of Council Joint Action 98/733/JHA;
- (i) has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26.5.1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively;
- (j) has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;
- (k) has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10.6.1991 on prevention of the use of the financial system for the purpose of money laundering.

Information and formalities necessary for evaluating if requirements are met:

In the first instance, candidates should register with [www.tenet4tenders.com](http://www.tenet4tenders.com) and express an interest in the contract. Contract details can be found under the 'Latest Opportunities' section of the tenet4tenders homepage. A pre qualification questionnaire will need to be completed and returned (via [www.tenet4tenders.com](http://www.tenet4tenders.com)) as part of the request to participate process. Candidates will need to provide as part of the request to participate

process details of enrolment on professional or trade registers and details on whether bankruptcy, convictions of professional misconduct, non payment relating to social security contributions or taxes applies to the economic operator. Economic operators may be excluded from participation if any of these circumstances applies. Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

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

List and brief description of conditions: In the first instance, candidates should register with [www.tenet4tenders.com](http://www.tenet4tenders.com) and express an interest in the contract. Contract details can be found under the 'Latest Opportunities' section of the tenet4tenders homepage. A pre qualification questionnaire will need to be completed and returned (via [www.tenet4tenders.com](http://www.tenet4tenders.com)) as part of the request to participate process. Candidates will need to provide as part of the request to participate process details of turnover, profit and capital and reserves for previous 3 years. Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

Minimum level(s) of standards possibly required: Minimum Public liability insurance 5 000 000 GBP.

Minimum Employers Liability Insurance 5 000 000 GBP.

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

List and brief description of conditions:

In the first instance, candidates should register with [www.tenet4tenders.com](http://www.tenet4tenders.com) and express an interest in the contract. Contract details can be found under the 'Latest Opportunities' section of the tenet4tenders homepage. A pre qualification questionnaire will need to be completed and returned (via [www.tenet4tenders.com](http://www.tenet4tenders.com)) as part of the request to participate process. Candidates will need to provide as part of the request to participate process evidence of business quality standards, accreditations, and relevant experience. Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

### **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**

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### **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 number of candidates: 6

Objective criteria for choosing the limited number of candidates: The Selection criteria can be found in the Request to Participate (Pre Qualification Questionnaire) documentation.

**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**

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**

21.5.2012 - 12:00

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

6.6.2012

**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**

Duration in months: 6 (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**

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 30 months from the start of contract

**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**

Section II.3) – dates refer to the initial 3 year contract period and do not include the option of the 1 year extensions.

Section IV.3.5) – dates are an estimate.

Section IV.3.8) – Conditions for opening tenders, Date: 11/7/12, dates are an estimate, Time: 12:00,

In the first instance, candidates should register with [www.tenet4tenders.com](http://www.tenet4tenders.com) and express an interest in the contract. Contract details can be found under the 'Latest Opportunities' section of the tenet4tenders homepage. A pre qualification questionnaire will need to be completed and returned (via [www.tenet4tenders.com](http://www.tenet4tenders.com)) as part of the request to participate process.. The questionnaire will cover area management, company structure, and financial information, quality assurance policies, health and safety, evidence of similar experience and references.

The Contracting Authority shall not be under any obligation to accept the lowest tender or any tender. The Contracting Authority reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the Tenderers.

The Contracting Authority has no liability to settle any cost incurred by the tenderer as a result of the tendering procedure.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The authority will incorporate a minimum 10 calendar day standstill period (or 15 days if non electronic methods used) at the point that information on the award of the contract is communicated to tenderers. If an appeal regarding the award of contract has not been successfully resolved then the Public Contracts Regulations 2006 provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take action in the High Court. Any such action must be brought promptly (generally within 3 months).

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

#### **VI.5. Date of dispatch of this notice**

19.4.2012